

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT

LIBRARY DIRECTOR

DEFINITION

Under direction of the City Manager, plans, organizes and directs the activities, services and programs of the City's libraries; coordinates assigned activities with other City departments, the County Library and other public libraries; provides highly responsible and complex administrative support to the City Manager and participates as a member of the City's Executive team.

EXAMPLES OF DUTIES

Plans, organizes, directs and coordinates the City Library program; develops and recommends new or revised library services to more effectively meet present and future community needs; keeps informed of new developments in library administration, operations and information technology; develops, plans, and implements department goals and objectives; recommends and administers policies and procedures governing department operations; prepares and administers the department budget; selects, trains and evaluates the work performance of Library personnel; prepares reports and studies concerning Library activities and makes presentations as required; serves as Secretary to the Library Board of Trustees; provides technical and administrative support to the Friends of the Library.

MINIMUM QUALIFICATIONS

Knowledge of: Contemporary library organization, policies, objectives, services and information technology; business management of a library; pertinent local, state and federal laws, rules and regulations; principles and practices of personnel management; principles and practices of municipal budget preparation and administration; principles of supervision, training and performance evaluation.

Ability to: Plan, organize and direct the services and administration of the Library; develop and maintain effective Library policies and services; be sensitive to and respect all segments of the community; demonstrate tact and diplomacy with the public; analyze problems, identify alternative solutions, project consequences, and take actions in support of goals; interpret and apply City policies, procedures, rules and regulations; communicate clearly and concisely both verbally and in writing; promote community interest and enthusiasm in Library services; effectively supervise Library staff; interact positively and

JOB SPECIFICATION
LIBRARY DIRECTOR (PAGE 2)

cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Five years of increasingly responsible experience performing duties related to library management in a large public library system including two years experience in a senior level management position or as a Director of a public Library.

Education: Possession of a Master's degree in Library Science, desirably from an American Library Association accredited institution.

License: Possession of a valid Class C California Driver's License.

R: 02/2007