

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT POSITION

**LIBRARY DIRECTOR**

**DEFINITION**

Under direction of the City Manager, plans, organizes and directs the activities, services and programs of the City of Daly City Public libraries; coordinates assigned activities with other City departments, the Peninsula Library System, 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 and does related work as required.

**EXAMPLES OF DUTIES**

Directs, plans, organizes, 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 Daly City Public Library Associates.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Current 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

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Library services; effectively supervise Library staff; interact positively and 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 from an American Library Association accredited institution.

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

R: 9/2023