

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