

Delta City

Job Description



Job Title: Head Librarian	Job Code: 400
Division: Administration	Effective Date:
Department: Library Services	Last Revised:

GENERAL PURPOSE

Performs administrative and managerial duties related to planning, organizing and directing the day-to-day operations of the city library. Performs daily library duties associated with general operations as needed.

SUPERVISION RECEIVED

Works under the broad policy guidance of the Mayor, City Council and the Library Advisory Board.

SUPERVISION EXERCISED

Provides close to general supervision to staff.

ESSENTIAL FUNCTIONS

Plans, organizes, controls and evaluates the services provided by the city library; develops, implements and monitors work plans to achieve Library Advisory Board goals and objectives. Serve as Library Advisory Board liaison, responsible for planning, attending and ensuring legal requirements are met for board meetings;

Initiates recruitment for position vacancies; plans, organizes, directs, ensures training of and evaluates the performance of staff; submits employee work time for payroll processing.

Administers Library Advisory Board policies and works closely with them and elected leadership in setting and carrying out the vision, mission and objectives of the library;

Coordinates public relation activities and publicity;

Prepares and manages departmental budget for Library Advisory Board and City Council review; Prepares grant applications; assures the financial stability of the library.

Directs the development and implementation of a long-range technology plan for the library operations.

Evaluates library services and makes recommendations for improvements; works with elected officials, school officials and civic organizations to develop programs.

Oversees development of library collection; coordinates specialized collection needs and requests, works through inter-library loan processes and book mobile services; assists patrons and staff in all areas of the library;

Participate in local library conferences and trainings;

Manages overall library operations, including facility operations, such as technical equipment, computers, establishes working relationships with on-call vendors as needed for structural operations, including heating, ventilation and air conditioning. Should be able to replenish bathroom supplies, such as paper towels, toilet paper and soap, as necessary.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from college with a degree;
 - B. Five (5) years of experience;
 - C. An equivalent combination of education and experience.
- OR
- OR

2. Required Knowledge, Skills, and Abilities:

Thorough knowledge of theories, principles and objectives of library service; management concepts and methods related to team building, empowerment and participative leadership; information services and collection development; current trends and developments in library services; human resource management and principles of supervision; training and staff utilization principles; legal and political issues affecting library operations and management; budget development and fiscal responsibility requirements; resource development related to grants, donations, trusts, etc.; principles of negotiation and problem solving. Considerable knowledge of computer technologies affecting the future of library operations and services. Some knowledge of specialized library system elements, i.e., INNOPAC, OPAC, MARC records, subject headings, authority records, Boolean searching, etc.

Ability to direct the work of others; establishes and maintains effective working relationships with employees, other agencies and the public; communicates effectively, verbally and in writing; implement cooperative problem-solving processes; anticipate changing needs for services and facilities; operate personal computer and various software applications for word processing; accesses e-mail and effectively functions in a computerized communications environment.

3. Special Qualifications:

May be required to be or become a certified Librarian (administration, collection development, cataloging, referencing).

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities. Constant muscular strain related to walking, standing, stooping, sitting, reaching and lifting (up to 20-50 pounds). Talking, hearing and seeing essential to the performance of essential functions. Common eye, hand, finger, leg and foot dexterity also utilized in performance of daily tasks. Occasional exposure to changing environmental conditions due to local automobile travel. Mental application utilizes memory for details, verbal instructions, and emotional stability for dealing with the public on a daily basis, discriminating thinking and creative problem solving.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I have reviewed this position description that I currently hold with Delta City. Signature _____

Date Signed _____