COUNTY LIBRARIAN

DEFINITION

Under general direction, performs a wide variety of professional, technical, budgetary, analytical, and administrative duties; plans, organizes, manages, directs, and supervises the activities, programs and services of the County Public Library, including fiscal management, personnel, management, and program planning and evaluation; represents library activities, programs, any services with the public, organizations and other governmental agencies; and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized mid-management classification and is responsible for implementing policy, developing goals and objectives, selecting and supervising staff, administering the library budget and administering operations and activities. Under administrative direction of the Director of General Services Administration, the County Librarian manages personnel, develops programs, and formulates operational procedures leading to the implementation of an efficient department. The County Librarian is expected to provide a leadership role within the library; to provide services to meet community needs; and to coordinate and provide a cohesive and effective service delivery system.

REPORTS TO

Director of General Services Administration.

CLASSIFICATIONS DIRECTLY SUPERVISED

Library Assistant I, Library Assistant II, Branch Library Assistants, Library Technicians, Library Literacy Coordinator, and various volunteer groups.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Plan, organize and direct a comprehensive library services program throughout the County and ensure smooth and efficient library operations.
- Ensure that the library system fully utilizes and provides adequate community access and support to current information systems technology.
- Coordinate assigned activities with other departments, outside agencies and organizations; coordinate library activities with other libraries in the area on a system wide basis.
- Develop, plan and implement departmental goals and objectives within general policy guidelines established by the Board of Supervisors.
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- Monitor and investigate new sources of funding; develop relationships and work with private, business and non-profit organizations to improve library financial base and service delivery.
- Prepare and monitor library budget.
- Makes final selection of books and media for the entire County collection.
- Makes regular visits to branch libraries for the discussion of problems and services.
- Handle Library personnel activities for staff and volunteers, including scheduling, supervising, evaluating, and training.
- Plan for new library facilities and services.
- Coordinate library policies and procedures between Main Library and branch libraries.
- Perform related duties and responsibilities as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; lift books and other materials; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of management and public administration, including county government, and state laws applicable to library service in the State of California.
- Principles and techniques of effective supervision and employee development and training.
- Principles and techniques of fiscal management, budgetary control and personnel administration.
- Principles and practices of professional library organization, community needs assessment, program planning, collection development, system development and service delivery.
- Administrative principles and methods including goal setting and program development.
- Principles and practices of planning and evaluating public library services, especially in a rural community.
- Principles and practices of library science, including automation and collection.
- Current trends, technologies and concepts in library science and services.
- Automated systems and resources appropriate to library and administrative settings.
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- Community resources available to complement and strengthen library service delivery.
- County programs and services.
- Standard office equipment.
- Basic computer applications and techniques.

Ability to:

- Plan, organize and direct a comprehensive library services program.
- Relate library services to the needs of the County.
- Interpret and apply County policies, procedures, rules and regulations.
- Prepare annual budget estimates; develop, control and administer the budget and expenditures.
- Supervise the work of others engaged in library management and administrative activity.
- Make effective public presentations; represent the Library and the County effectively in meetings with individual citizens, public and/or private organizations, and boards and commissions.
- Exercise sound independent judgment within general policy guidelines.
- Analyze situations accurately and take effective action.
- Prepare clear and concise correspondence, statistical summaries and reports.
- Communicate effectively both verbally and in writing.
- Establish and maintain cooperative working relationships with staff, other departments and agencies, the private sector and the public.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: At least five (5) years of experience in the development and provision of library services and programs, including two (2) years of which must have been in a supervisory position or administrative capacity.

Education: A Master's degree in library science from an American Library Association accredited college or university is strongly preferred.

Special Requirements: Possession of a valid California Driver's license issued by the California Department of Motor Vehicles.