

LIBRARY SERVICES DIRECTOR

CODES/PAY RANGE

Class Code: 2645 EEO Code: A FLSA: E Pay Range: C

MAJOR FUNCTION

Administrative and professional work in the overall management of County Library Services.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Supervises, directs, plans, and coordinates all aspects of County Library Services under the general direction of the Public Services Center Director.

Prepares and administers budget for division. Analyzes and coordinates budget proposals and controls system expenditures within the scope of the planned budget and in compliance with inter-local agreements, by-laws, grants and state/federal requirements.

Assumes leadership in applying for appropriate grants, prepares proposals to gain funding from outside sources to support cooperative services, and manages contracts and grants from outside funding sources.

Plans, recommends and administers policies and procedures governing library programs and personnel. Assumes leadership in interpreting library services, resources, and programs to the community and its leaders. Engages in public relations activities and makes library resources and services known to the community; participates in community activities and attends professional meetings and is an active member of library associations. Gives talks to civic and educational groups and prepares reports.

Cooperates and consults with officials of other governmental and educational agencies on common library problems and programs. Consults and works with state, county, local officials and County Library Board to achieve effective and unified library operations.

Fosters cooperation with other libraries and coordinates county library services with region and state library services and programs. Confers with officials of the Florida State Library and other governmental agencies and with librarians from other jurisdictions to promote library development and to coordinate programs of service.

Meets with County Library Advisory Board and Regional Library Advisory Boards. Keeps boards informed of all significant developments and develops appropriate reports to keep other government and community leaders informed about system activities.

Oversees, writes and administers One and Five Year Plans.

Coordinates planning of new library facilities. Reviews construction plans, furniture arrangements, and

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draft specifications. Inspects library buildings under construction and plans and coordinates moves to new facilities.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of library science and administration. Thorough knowledge of all federal, state and local regulatory requirements applicable to public libraries in a county library system. Knowledge of the funding process in a county government environment as related to budgeting, cost accounting, financial planning and management. Knowledge of personnel management. Knowledge of functional library facilities, services and automation.

Ability to plan, organize, and direct library programs, and activities; to interpret community interest and needs, and to plan and provide continuing library services. Ability to write and speak effectively. Ability to exercise sound professional judgement. Ability to use advanced professional knowledge of the principles of management and public administration to formulate division policy and control division activities. Ability to supervise effectively.

Ability to establish and maintain effective working relationships with senior county management and officials of other public and private organizations and the public. Ability to develop grant proposals that are funded and administer projects once funding is received.

MINIMUM QUALIFICATIONS

Graduation from an accredited four (4) year college or university with a ALA Master's degree in Library Science with (8) years responsible experience in professional library work with at least five (5) years in library management and administration in a large library system.

A comparable amount of education, training, or experience may be substituted for the minimum experience.

ADA REQUIREMENTS:

Mental Demands: Ability to read and comprehend professional and technical manuals, procedures and journals; financial reports, legal documents, memos, abstracts, policies and safety instructions. Ability to write business letters, expositions, summaries, evaluations, financial reports and reports. Ability to perform public speaking including panel discussions and extemporaneous speeches; conversant in theory and practices of discipline. Ability to perform general mathematical functions. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Physical Demands: Sedentary work. Ability to talk.

Environmental Demands: Inside work.

Revised 10/97
Replaces 10/94