

REGIONAL LIBRARIAN

CODES/PAY RANGE

Class Code: 2642 EEO Code: A FLSA: E Pay Range: D

MAJOR FUNCTION

Highly responsible administrative and professional work in planning, managing and evaluating public library services to the citizens of Volusia County.

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.)

Manages a regional and branch libraries. Plans programs, prepares budgets, keeps records and compiles and presents formal and informal reports regarding progress toward library's general objectives. Receives reports from Assistant Regional and Branch Manager, and coordinates activities of branch staff including scheduling and work assignments. Directs major efforts to develop and maintain viable volunteer system as support for County Library staff. Responsible for appearance, security and maintenance of Regional facility. Evaluates and improves operating methods to ensure fair and equitable allocation of resources.

Under the general direction of the Library Services Director, participates as a member of the Library Services management team which includes setting system wide policy and procedure, organizational changes and budget/grants requests. Develops and implements programs which increase capacities for self-organization, reducing the need for details direction or daily management.

Interacts with local interest groups to assess community/regional needs and follows up on the issues of concern. Represents and advocates community/regional needs. Cooperates and consults with intergovernmental and other agency individuals/teams to improve public services and mutual welfare. Attends Friends meetings and works with Friends to provide for library's needs. Conducts regional media programs and positive public relations. Provides leadership and management to special project teams.

Engages in productive and effective personnel management practices; encourages professional demeanor, creative problem solving and optimal performance. Develops one and five year Regional plan to include policies, goals and objectives to meet short term and long range needs. Monitors attainment of goals and advises administration as to necessary measures required to accomplish same.

(Regional Librarian – cont.)

Interprets library policy for regional, community and full service branches. Introduces new ideas and encourages staff members to keep up with new developments through professional publications, workshops, and seminars.

Plans and implements staff in-service training. Recommends employee classifications, promotions, and other personnel activities within the branch.

Attends boards meetings of regional, community, and full services branches. Visits branches to observe work and service in general and make recommendations for changes. Oversees follow-through. Assists Community and Full Service branch heads in efficiency and improved service analysis and in working out branch objectives and programs. Responsible for collection development within Regional Branch and for overseeing collection development throughout region.

Participates in professional and community associations and organizations.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of principles and practices of library science and management. Knowledge of state and local standards, laws and regulatory requirements applicable to Library Services, including the County Charter, Merit System Rules and Regulations, personnel actions, Comprehensive Plan, Library Long Range Plan, budget and purchasing procedures, State aid to public libraries and library cooperative networks. Knowledge of library facilities and capital improvement project management.

Ability to plan, manage and evaluate library services delivery; to interpret community needs and concerns; and to provide leadership to project teams. Ability to write and speak effectively, exercise sound professional judgement, and research and develop satisfying operating methods for service delivery. Ability to supervise effectively. Ability to establish and sustain meaningful communication with interested parties. Ability to develop and allocate fiscal resources.

MINIMUM QUALIFICATIONS

Master's degree in Library Science (MLS) from an ALA-accredited program AND two (2) years progressively responsible professional and administrative Librarian work comparable to a Librarian V.

Regional Librarian – cont.)

ADA REQUIREMENTS

Mental Demands: Ability to read and comprehend professional and technical procedures, manuals and journals, financial reports, legal documents, memos, abstracts, policies and safety instructions. Ability to write business letters, expositions, summaries, evaluations, financial reports and other reports. Ability to perform public speaking including panel discussions and extemporaneous speeches; conversant in theory and practice of library and information science. Ability to perform mathematical functions. Ability analyze data and develop verifiable conclusions. Ability to identify problems, probable solutions and evaluative criteria.

Physical Demands: Sedentary work.

Environmental Demands: Inside work.

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