

Adopted: September 2001 , Revised: \_\_\_\_\_

**Class Title: Director Of Libraries**

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Works with groups within the Library, the city and within the community to continuously assess, evaluate and plan for effective delivery of public library services. Manages current services, staff development and planning processes. Develops strategic plans to market and promote services. Actively participates on city leadership team to guide, evaluate and modify overall city services. Prepares and recommends the budget and manages the resources of the library in support of its goal and mission.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages the effective delivery of library services by developing, placing and ensuring performance of staff, leading in the development of policy, identifying, evaluating and implementing ongoing opportunities for improvement, and overseeing facility maintenance.
2	S	Oversees the implementation of planning and processing tools by analyzing trends and issues using performance measures, engaging staff and the community in planning discussions, designing and promoting capital and operational budget, acting as a liaison and corresponding with outside agencies, citizen leaders, groups and trustees, attending meetings and engaging in city planning.
3	S	Oversees personnel development by identifying strengths and weaknesses of the overall performance and structure, monitoring and evaluating opportunities for growth and improvement, and developing personnel plans and modifications to meet future and existing needs.
4	L	Promotes the library to the community by corresponding with citizen leaders, representing the city at meetings, and acting as liaison to Friends Group and Trustees.
5	S	Participates as a city leader by being an active Executive staff member.

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**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline which is acquired in a Masters degree in library science from an ALA accredited university.
Experience	Seven years of experience, including five years of management experience.
Certifications and Other Requirements	State of Virginia Professional Librarian Certificate
Reading	Work requires the ability to read journals, legal contracts, book reviews, and related material.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistical analysis.
Writing	Work requires the ability to write correspondence, articles, and grants.
Managerial	Managerial responsibilities include planning, developing staff, and promoting the library.
Budget Responsibility	Responsible for final approval of budgetary recommendations to the City Manager and monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Complexity	Work is of the broadest scope dealing with highly complex concepts and issues of great importance to the City. Highly important policies, procedures or precedents are approved or rejected by individuals in this classification.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, presentations, meetings, supervision, filing
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	O	To/from office equipment, to/from meetings
Lifting	R	Office supplies, files, folders, manuals, books, office equipment
Carrying	R	Office supplies, files, folders, manuals, books
Pushing/Pulling	R	Chair
Reaching	R	Files
Handling	R	Office supplies, files, folders, manuals, books, office equipment
Fine Dexterity	O	Computer keyboard, calculator, writing
Kneeling	R	Filing
Crouching	N	
Crawling	N	
Bending	R	Filing
Twisting	R	Filing
Climbing	R	Stairs
Balancing	N	
Vision	C	Computer, desk work, supervision, filing, reading
Hearing	C	Telephone, staff, supervisor, citizens, trustees, presentations, meetings
Talking	C	Telephone, staff, supervisor, citizens, trustees, presentations, meetings
Foot Controls	N	
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, Standard Microsoft Windows or Office software, Internet/Intranet

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)