

## LIBRARY DIRECTOR

### **SUMMARY:**

Under general direction, plans, directs, coordinates, and oversees the daily operation of the City library system; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(Which are **not** in any hierarchical order)*

1. Administers and directs all aspects of a public library, staff and facilities.
2. Develops, recommends and implements strategic long-range plans and monitors intermediate goals and objectives for the library system.
3. Manages, coordinates and monitors the departmental budget.
4. Directs the daily operations of the library including facilities, security and maintenance.
5. Supervises, hires, trains, disciplines and evaluates departmental staff.
6. Evaluates departmental effectiveness to ensure continuous process improvement and customer satisfaction. Implements appropriate changes.
7. Provides staff liaison communication and guidance to the Library Advisory Board, Library Foundation and Friends of the Library.
8. Represents the Library to other City departments, elected officials and external agencies, developing community partnerships and resources in order to provide responsive services to the community.
9. Represents the City and Library through national and regional contacts, meetings, and participation in Boards, commissions and conferences.
10. Authors federal, state and local grant applications and pursues other sources of revenue.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of public library administration, management and operational practices and procedures.
- Knowledge of grant research, application, administration and reporting requirements.
- Knowledge of budget development, monitoring and administration.
- Knowledge of fundraising and development of community partnerships and collaborations.
- Knowledge of long and short term strategic planning methods and practices.
- Knowledge of development and implementation of programs, services and public events.
- Skill in recruiting, training, motivating and recognizing volunteers.
- Skill in negotiating contracts and reaching consensus.
- Skill in utilizing written and verbal communications in the development of presentations and reports.
- Skill in prioritizing and managing a diverse number of projects and programs simultaneously.
- Skill in research and analysis of library collections to determine current and future needs of the patrons.
- Ability to delegate, assign, review and evaluate work.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves sedentary to light work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

**MINIMUM QUALIFICATIONS:** Master's in Library Science (MLS) from an ALA accredited program of study and seven (7) years progressively responsible work experience in Library management, including three (3) years Library supervisory experience, or any equivalent combination of training and experience. A valid Florida driver's license is required.