

**City of San Rafael
Job Class Specification**

Job Title: Library Director

SUMMARY

Directs the activities of the City Library. Provides staff support to the Library Board of Trustees.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Engages Library staff and other interested parties in the development and implementation of departmental goals and objectives, discussions related to opportunities to provide service enhancements for Library patrons and/or the examination of new technologies.
- Plans, organizes and directs Library Service activities including outreach services, reference, children's services, circulation, and technical services.
- Oversees the development and implementation of the library services work plan, including assignment of work activities, projects and programs, monitoring workflow, and reviewing and evaluating work products, methods and procedures.
- Prepares the library budget; administers the approved budget; conducts a variety of analytical operational and research-oriented studies regarding divisional activities; evaluates alternatives, compiles data and statistics and prepares reports detailing findings and recommendation.
- Represent the Library with other City departments and public agencies, including but not limited to, working closely with Community Services and Public Works during the design, construction and opening of the Canal Branch Library at the Pickleweed Community Center.
- Represents San Rafael's interests as a board member of MARINet and the North Bay Cooperative Library System.
- Serves as the appointing authority for the department, selecting, hiring, evaluating and disciplining staff; Oversees ongoing staff development.
- Maintains close community ties by working with the Library Board, Friends of the Library and the the newly formed Library Foundation to lay the groundwork for new revenues for construction of a new and expanded downtown City Library in the next five to ten years.
- Develops and administers library-wide policies and procedures.
- Appears before and otherwise communicates with the City Council, Library Board of Trustees, and professional, civic, and school groups regarding library services, programs and policies.
- Performs related duties as required.

KNOWLEDGE OF:

Best principles and practices of library science; Principles and practices of policy development and implementation; Principles and practices of information systems and modern technology used in Library; Principles and practices of business correspondence and report writing; Pertinent local, state and federal laws, rules and regulations; Principles and practices of a variety of administrative functions including budgeting, personnel management, scheduling and employee involvement.

ABILITY TO:

- Plan, organize and coordinate library services and administrative activities.
- Analyze and identify community library needs.
- Conduct long range planning.
- Establish and maintain effective working relationships.
- Communicate effectively verbally and in writing.
- Work within a library consortium (MARINet).

EDUCATION and/or EXPERIENCE:

Masters in Library Science and seven years experience in municipal libraries including at least two years in a supervisory capacity.

Valid drivers license

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally expected to use a personal vehicle and occasionally works in evenings or on weekends. The noise level in the work environment is usually quiet.