



City of Pacific Grove
Established Date: 12/18/2013

LIBRARY DIRECTOR

SUMMARY: Under the general guidance and direction of the City Manager, plans, organizes, manages, and coordinates the functions and staff of the City 's public Library; manages the informational, recreational, and research services of the Library to meet the needs of the community.

ESSENTIAL FUNCTIONS: *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages the Library staff and activities to provide informational, instructional, recreational, and research services to the community; assures that Library services are provided in alignment with the City's goals and within fiscal constraints.
- Develops priorities, and assigns tasks and projects; trains staff, and conducts performance evaluations; meets regularly with staff to discuss Library programs, workload, priorities, patron services, and technical issues.
- Plans, organizes, and manages Library operations and public programs; maintains a level of service to keep pace with patron needs and requests.
- Analyzes Library functions, programs, services, and activities to ensure they are meeting the needs of patrons; identifies emerging community needs and develops improvement plans.
- Manages administrative functions, including development and implementation of the budget, purchasing, operations reports, research, vendor relations, and customer service issues.
- Represents Library services to the City Manager, City Council, and Library Board; manages Library public relations efforts with advocates, and advisory groups, including the Friends of the Library, the Library Foundation, and other community organizations.
- Develops long and short term plans and objectives to meet Library goals.
- Develops and administers the Library collections of print and electronic media.
- Plans and develops programs to deliver appropriate Library services to the City residents.
- Collaborates with Public Works in managing the maintenance of facilities and grounds.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Masters Degree in Library Science AND five years professional public library operations experience, including supervisory and computer technology experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Principles and practices of public Library administration, technology, practices, and trends.
- Policies, rules and regulations governing the conduct and safety of Library programs and facilities.

- Methods and procedures for developing and maintaining Library collections.
- Library classification, cataloging, and acquisition protocols.
- Techniques and protocols for researching online technical databases.
- Business computers, and specialized software applications for management of Library systems.
- Record keeping and file maintenance principles and procedures.

Skill in:

- Explaining Library standards and City policies and procedures.
- Assessing community needs and developing solutions.
- Developing, coordinating, and conducting Library programs and activities.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Identifying Library collection issues and developing suggestions for enhancements.
- Using initiative and independent judgment within established procedural guidelines.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with co-workers and representatives from regional agencies such as MOBAC and PLP.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a public library and a standard office environment.

Must be willing to work varied hours, as well as attend evening or weekend meetings and/or critical events and activities, as appropriate. This position has a critical role for the City in the preparation for, during, and in recovery from physical disasters and other emergency incidents.