

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: COUNTY LIBRARIAN (LIBRARY DIRECTOR)
DEPARTMENT: LIBRARY
REPORTS TO: CHIEF EXECUTIVE OFFICER
CIVIL SERVICE: YES

CLASS CODE: 8011
FLSA STATUS: E
DATE: 6/06
BARGAINING UNIT: DEPT HEAD

JOB SUMMARY:

Appointed by the Board of Supervisors and under administrative direction of the Chief Executive Officer, plans, organizes and administers a comprehensive program of library services throughout the County, provides leadership and direction to the Library staff; develops and implements the goals and policies of the Library. The work consists of highly complex and responsible professional library management functions.

DISTINGUISHING FEATURES:

Serving as the Library Director, this is a Department Head class covered by Civil Service reporting to the Chief Executive Officer and is responsible for the overall administration and operation of the County Library System.

SUPERVISION EXERCISED:

Exercises supervision over professional, paraprofessional, supervisory and other staff.

EXAMPLES OF DUTIES: *Duties may include but are not limited to the following.*

- Plan, organize and direct County public library services under policy direction from the Chief Executive Officer; determines the scope and nature of required library services considering changing community needs, and plans for the extension and modification of library services; confers with officials and groups interested in library services to arrange for facilities and directs the planning and staffing of library branches.
- Prepare annual budget, including estimates of personnel, facilities and equipment needs for the County Library budget; evaluate cost for services and methods which reduce costs; monitor performance in regard to budget parameters and compliance with County, agency and departmental policies; prepare reports on the activities of the library and other special reports as required.
- Direct and evaluate the work of principal subordinates; oversees the operation of the County Library system, and makes administrative decisions as to their acceptability in meeting the goals and objectives of the County Library system.
- Establish and direct a public relations program through personal contacts and library staff to promote library programs, and to provide the public, civic groups, public officials and others with information on library services; attend professional library meetings and conferences.
- Performs other related duties as assigned.

MATERIALS AND EQUIPMENT USED:

Computer(s) General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Master's degree in Library Science (MLS) from an accredited library school; and six or more years of progressively responsible professional library experience; at least three years of which must have been served in a supervisory/administrative capacity in a public library; or when also possessing the MLS, a combination of related professional library education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of management necessary to plan, analyze, develop and direct a comprehensive public

library system.

- Principles and practices of librarianship, including the problems and procedures involved in operating county-wide library system, and the technical services such as cataloging, reference research, bibliography and computer automation for circulation and processing library materials.
- Budgetary and finance principles and practices including basic governmental accounting principles and practices.
- Administrative principles and practices, including goal setting and program budget development and implementation.
- Administration of staff and activities, either directly or through subordinate supervision.
- Applicable state, federal and local ordinances, laws, rules and regulations.

Skill in:

- A high level of analytical skills to develop and implement department mission, goals and procedures; determine needs for capital expenditures, personnel and operating budgets; and prepare special reports or analyses for jurisdiction or outside agencies.
- An advanced level of interpersonal skills to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and the community at large.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Communicating clearly and effectively, orally and in writing.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff. Selecting and motivating staff and providing for their training and professional development.

Mental and Physical Abilities:

- Ability to prepare and present budgets, read and write reports, and represent department at meetings.
- Ability to speak effectively before groups of employees and public groups, and respond to questions.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret a variety of technical instructions with abstract and/or concrete variables.
- While performing the essential functions of this job the employee is frequently required to sit, and speak and hear.

Working Conditions:

- Work is performed in a normal office environment with little or no exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.