

City of Dunedin, Florida
Class Description

JOB TITLE: Library Director
Library Department

GENERAL STATEMENT OF JOB

Under administrative direction, plans, directs and coordinates public library service for the residents of the City of Dunedin and the surrounding Pinellas Public Library Cooperative service area. Supervises professional and clerical staff. Performs related work as directed. Reports to the City Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Administers Library programs and services for the City's main and branch libraries, ensuring the proper management of Library resources including facility maintenance, finances and personnel to meet the needs of the City and its residents.

Supervises professional and clerical staff and corps of volunteers. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; approving disciplinary action, and recommending employee transfers, promotions, discharge and salary increases.

Reviews the work of subordinates; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Ensures the provision of adequate staff training and professional development.

Develops and implements Library policies and procedures in accordance with City, Cooperative and professional Library standards
Plans, implements and evaluates Library goals and objectives. Develops long-term plan.

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Develops and administers the department's annual budget; monitors and approves expenditures.

Prepares analytical and statistical reports monthly and yearly for support groups, City Manager, State Library and the Pinellas Public Library Cooperative.

Promotes Library services to the public through membership in and presentations to local clubs, groups, associations, Chamber of Commerce, etc.

Coordinates projects with and provides guidance to Library support groups, including the Friends of the Library, Library Advisory Committee and Library Foundation.

Represents the Library to City government, Library Cooperative, Tampa Bay Library Consortium, American Library Association, Florida Library Association and other groups and organizations.

Receives and responds to inquiries, concerns and complaints from the public.

Keeps abreast of trends and innovations in library services, techniques and technology.

Assists with special projects from the City Manager/Commission.

ADDITIONAL JOB FUNCTIONS

Performs routine administrative/clerical work as required, including but not limited to answering the telephone, typing reports and correspondence, copying and filing documents, processing mail, preparing computer spreadsheets, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Master's degree in library science or related field with seven years of experience in library management; [with five years of prior supervisory experience].

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

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SPECIAL REQUIREMENTS

Must possess a valid Florida driver's license.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Library Director. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the areas of library science, library technology, human resource management, government budgeting and procurement, public relations, etc. Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Is able to make sound, educated decisions. Knows how to make public presentations. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize and/or correlate data and/or information. Includes exercising judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components. Is able to perform employee evaluations and to make recommendations based on results. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Is able to compile, organize and utilize various financial information necessary in the preparation of the departmental budget, and knows how to prepare and monitor the budget.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. . Is able to train, assist, motivate and provide leadership to a diverse group of professionals. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public

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through contact and cooperation. Has the ability to negotiate among different constituency groups with diverse interests to achieve a shared understanding and commonality of purpose.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone. Has knowledge of and skill in the use of modern office equipment, including computers.

Verbal Aptitude: Requires the ability to use a variety of reference, descriptive, advisory and/or design data and information. Has thorough knowledge of terminology and related professional languages used within the department as such pertain to work responsibilities. Has knowledge of proper English usage, grammar, vocabulary and spelling.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; to use principles of basic probability and statistical inference.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for inter-related activities that can span one or several work units. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs. Has the ability to plan and develop daily, short- and long-term goals related to organizational purposes. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

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Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



City Manager



Date