

COUNTY OF SOLANO

DIRECTOR OF LIBRARY SERVICES

DEFINITION

Under administrative direction, plans, organizes and directs a system providing a comprehensive program of library services throughout the County; serves as a member of the County's management team.

CLASS CHARACTERISTICS

This single position classification is characterized by the responsibility for directing operations of a department involved in providing library services to general and special segments of the County population.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Plans, organizes and directs overall department operations involving a broad range of library services and support activities; works with management staff to develop new and expand existing services and facilities to meet community needs; coordinates and integrates services components into a cohesive and effective service delivery system.
2. Manages department operations through subordinate managers and supervisors; reviews and mediates personnel problems and consults with personnel representatives in the resolution of such; designs and implements systems to encourage productive behavior and recognize exceptional performance; directly supervises managers and administrative staff.
3. Maintains liaison with library boards and commissions, City Councils, interested community organizations and other County departments; facilitates coordination of interagency activities.
4. Ensures appropriate expenditures of public funds through efficient operation of library services; monitors and investigates new sources of funding; directs operational changes to increase effectiveness and efficiency of operations; formulates, justifies and administers the departmental budget.
5. Ensures the dissemination of information regarding departmental operations and services to promote knowledge of libraries and services; makes public presentations upon request.
6. May be assigned additional managerial or administrative duties; serves on management committees to investigate and resolve areas of administrative concern.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

Progressively responsible professional librarian experience supplemented by training, education and/or additional experience in public administration including program planning/evaluation, budgeting and supervision which demonstrates possession of and competency in requisite knowledge and abilities.

KNOWLEDGE/ABILITIES

Thorough knowledge of the principles and practices of planning, design and evaluation of public library services; professional program and service delivery standards; methods and techniques of professional networking and interagency liaison; public information techniques; current trends, technologies and concepts in library science and services.

Considerable knowledge of the principles and practices of funding, budgeting, supervision and administration of public library services.

Working knowledge of County programs and services.

Ability to plan, organize and direct a comprehensive library services program within financial constraints; develop goals and objectives; identify and analyze administrative problems and implement operational changes; make decisions and independent judgments; understand services objectives in relation to departmental goals and procedures; collect and analyze data to establish/identify needs; evaluate services effectiveness; draw logical conclusions and make appropriate recommendations; supervise the work of others engaged in library management and administrative activity; secure cooperation and teamwork among professional and/or support staff; formulate, promote and implement a variety of library services programs; research regulations, procedures and/or technical reference materials; project consequences of decisions; determine and evaluate levels of achievement and performance; coordinate and integrate various services components into a cohesive and effective library delivery system; establish and maintain cooperative working relationships; communicate effectively both verbally and in writing; make public presentation.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class III California driver's license may be required.

Incumbent must possess a Master of Library Science degree as a state requisite for appointment on or after January, 1987.

SUPPLEMENTAL INFORMATION

Independent travel will be required.



Department Head

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