

LIBRARY CO-DIRECTOR
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with assigned departments; and represents the library on committees and before community groups and organizations including the Library Board.

10. Maintains positive public relations with customers and is responsive to customer needs.
11. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
12. Performs other duties as required.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. Job Preparation:

a) Education:

- i) Masters degree in Library Science from an accredited college or university; or
- ii) Any equivalent combination of education and experience.

2. Prior Experience:

a) Work Experience:

- i) At least five (5) years of progressively responsible related experience including supervision, budget and responsibility for library division or department; or
- ii) Any equivalent combination of education and experience.

b) Necessary Knowledge, Skills and Abilities:

- i) Knowledge of management and supervisory practices and principles.
- ii) Knowledge of fiscal management, including budget preparation, expenditure control and record keeping.
- iii) Knowledge of operations, principals and practices of library and information services, materials and activities of a public library including classification, cataloging reference and on-line resources.
- iv) Knowledge of computerized cataloging, bibliographic and circulation and acquisition systems and associated rules.
- v) Knowledge of basic accounting and bookkeeping methods including standard purchasing procedures.
- vi) Knowledge of pertinent Federal, State and local laws, codes and regulations.
- vii) Ability to coordinate activities and procedures with other library departments.
- viii) Ability to interpret and explain City and library policies and procedures.
- ix) Ability to assist library patrons in the effective use of complex information technology.
- x) Skill to effectively supervise and motivate staff.
- xi) Ability to determine the reference and information needs of the community and make appropriate purchasing and budgeting decisions.
- xii) Ability to develop goals and long range planning for department.
- xiii) Ability to analyze and evaluate departmental operations and develop and implement plans to improve departmental efficiency.
- xiv) Ability to prepare and analyze comprehensive and technical reports.
- xv) Ability to manage multiple projects often within tight timeframes.
- xvi) Ability to establish and maintain effective working relationships.
- xvii) Ability to work as a team member and to cultivate a team climate.

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xviii) Ability to perform the essential functions of the job.

3. **Special Requirements:**

a) Must be able to pass the department's security clearance standards including review of driving record.

4. **Tools and Equipment Used:**

a) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, library automated systems, and telephones.

5. **Supervision:**

a) This position has full scope of supervisory responsibility over Library staff.
b) Operates under the general direction and supervision of the City Manager.

6. **Communications:**

a) Has frequent contact with staff, vendors, library board members, volunteers, members of other government entities and some communication with elected officials.
b) The communications are often complex and may be confidential.

7. **Cognitive Functions:**

a) Work is performed highly independently with little direction. Some policies and procedures exist. Person in this classification determines own practices and procedures by contributing to the development of new concepts.
b) Most problems are quite difficult requiring decision making with precedent occasionally available. An incumbent has significant control over the planning and performance of the work.

8. **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.

a) Work is performed mostly in library office setting.
b) There is some lifting of book bags that may weigh up to 40 pounds.
c) Evening meetings and work hours are required.
d) Responds any hours to emergency situations.

9. **Resource Accountability:**

a) This classification has budgetary authority and is responsible for the budget of the department.
b) Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Adopted: 01/01/89
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