

City of Redondo Beach
Class Specification

TITLE: LIBRARY DIRECTOR

DEFINITION:

Under the general administrative direction of the City Manager, or designee, this position manages the operation of the Library Department to achieve results in support of the City's mission, goals, policies, and objectives; and performs other related duties as required.

EXAMPLES OF DUTIES, RESPONSIBILITIES, AND EXPECTATIONS:

The listed tasks are essential for this position and may include but are not limited to the following:

- Plans, organizes, staffs, directs and controls the operation of the library services function as a primary duty including but not limited to overseeing the operation of two municipal libraries
- Formulates and implements library policy
- Appoints, supervises, trains, evaluates personnel and takes disciplinary action as required
- Directs and controls the preparation of the annual departmental budget and controls expenditures;
- Serves as liaison to the Library Commission;
- Selects and implements new technology, or procedures in areas such as circulation systems and computerized catalogues;
- Coordinates cooperative activities with other libraries;
- Operates a motor vehicle while performing various duties that include attending conferences, meetings and seminars as liaison/representative to various agencies;
- Delivers outstanding internal and external customer service while solving problems and proactively creating sustainable solutions to issues;
- Conducts duties, responsibilities, tasks and assignments with a constructive, cooperative, positive, professional attitude and demeanor;
- Supports the City's mission, goals, policies and objectives;
- Supports the City's corporate values of: openness and honesty; integrity and ethics; accountability; outstanding customer service; teamwork; excellence; and fiscal and environmental responsibility;
- Provides effective leadership to accomplish the administrative objectives of the City Manager and the policy goals of the City Council;
- Conducts regular performance evaluations of personnel, giving frequent and specific feedback about personnel performance; holding employees accountable for doing their jobs and celebrating accomplishments and successes;
- Performs other related duties as required.

CLASSIFICATION:

This position is designated as an Unclassified Service, at-will classification. The position is exempt from coverage under the Fair Labor Standards Act (FLSA) regulations.

QUALIFICATIONS:

This position requires:

Knowledge of: Principles of management including but not limited to the principles and practices of effective supervision, training and performance evaluation; principles, practices, technology, and equipment associated with operating a modern library including but not limited to selecting, ordering, processing, classifying and cataloguing library materials, circulation, reference, children's and community programming, branch operations, data processing; federal and State grant programs related to libraries; budget preparation and control; applicable safety and health regulations, labor agreements, City rules and regulations, policies and procedures; employee relations as applied to work rules, grievances and discipline.

Ability to: Efficiently and effectively manage the operation of the library, including development and administration of the department budget; reason logically and creatively; demonstrate initiative; communicate effectively in writing and orally; work independently and on project matrix teams; establish and maintain effective working relationships with others; legally operate a motor vehicle in the State of California; meet the physical employment standards for the classification.

Education and Experience: Graduation from a college or university with an American Library Association accredited Master of Library and Information Science degree and six (6) years of full-time paid professional level experience in library administration or administration of a major subdivision of a library.