City of Inglewood Job Description
Class Code: 924

#### LIBRARY DIRECTOR

## **DEFINITION**

Under administrative direction, oversees, directs and administers all aspects and operations associated with the public library for the City.

### **TASKS**

Establishes and maintains direction and regulation over the City Library Department, Divisions, and services; plans, organizes and directs the operations of the Library system providing service to the public; prepares and administers the Department budget; monitors the purchase requisitioning of materials and services requires for the operation of the Library; identifies, proposes, implements and monitors long and short term strategic planning.

Oversees, monitors, counsels and manages daily office/Library operations and assigned staff; prepares and reviews performance evaluations; interviews applicants for open Library positions; enforces City policies and procedures to Library personnel/staff; reviews Library functions and activities with Library staff; conducts staff meetings and in-service trainings.

Identifies, researches and contributes new concepts to existing programs and services; reviews and approves Library development, book collection enhancements, overdue collection processes and facility security; works with other libraries to coordinate resources and services; recommends/finds books, periodicals and other publications in response to customer requests/needs; maintains a variety of files and records associated with Library usage, customer contact, and services provided.

## **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS**

Knowledgeable of City and Department policies and procedures

Knowledgeable of community resources and customer service techniques and concepts

Knowledgeable of management and/or supervision principles

Knowledgeable of the principles of file and records management

Knowledgeable of quality practices and procedures

Skilled in assessing and prioritizing multiple tasks, projects and demands

Skilled in working within deadlines to complete projects and assignments

Skilled in analyzing, identifying and implementing plans and solutions to complex problems

Skilled in establishing and maintaining positive and productive working relationships

Skilled in researching, analyzing and determining trends in public libraries and library services

Skilled in developing and implementing library programs and services

Skilled in providing and following oral and written instructions

Skilled in establishing and maintaining effective working relationships with both external and internal customers

Ability to effectively communicate verbally and in writing in English with all levels of staff

Ability to perform essential duties with little to no immediate supervision

# **QUALIFICATIONS**

A Master's degree in Library & Information Sciences or closely related field, **AND** seven (7) years experience in a library environment including three (3) years at a supervisory level **OR** an equivalent combination of education and experience.

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