CITY OF ST. HELENA

DIRECTOR OF LIBRARY SERVICES

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under administrative direction, plans, organizes, coordinates and directs the operations and activities of the library, including cataloging, reference, and public circulation services; provides professional and technical assistance to the public; provides professional support and expertise to the Library Board of Trustees, the Napa Valley Wine Library Board, and the Friends of the St. Helena Library Board; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Director of Library Services is the administrative management level class, which oversees all functions and operations of the Library, including planning, budgeting, staff selection and training, supervision, collection development, public services, programming, and information systems. This class is distinguished from the next higher class of City Manager in that the latter has overall responsibility for administering the City’s operations.

SUPERVISION RECEIVED/EXERCISED:

 Receives administrative direction from the City Manager and policy direction from the City Council and Library Board. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

- Accepts full responsibility for all Library activities and services, including activities associated with cataloging, reference, and circulation services; establishes collection and selection policies; provides professional and technical assistance to the public; coordinates activities with other City officials, departments, outside agencies, organizations and the public.

- Supervises, plans, organizes, administers, reviews, and evaluates the activities of the Library’s professional and support staff; selects staff and provides for their training and professional development.

- Directs the preparation and administration of the Library budget; oversees administration programs and procedures.

- Ensures that the Library fully utilizes current information systems and keeps abreast of new advances in library-related technologies; acts as the chief technology resource and planner for the library providing on-site expertise in the use of information systems, microcomputers, internet and other electronic devices.
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- Performs a wide variety of professional-level library support services related to patron assistance, circulation, automation, acquisitions, cataloging and processing.

- Responds to in-person and telephone requests for library materials, services and information; conducts reference interviews, evaluates data sources, searches electronic and print sources; locates and evaluates relevant information.

- Serves as staff to advise and support the Library Board of Trustees, Napa Valley Wine Library Board, and Friends of the St. Helena Library; prepares reports for the City and other agencies; keeps current on all state regulations related to library services; monitors and seeks grants from federal, state, and private agencies.

- Develops Library administrative and facilities policies and procedures; develops programs, projects and work assignments; works with Boards on policy issues.

- Addresses and responds to service questions, inquiries and complaints; establishes and maintains a customer service orientation within the department; provides reference services to staff and the public.

- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff and the public.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification.)

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Director of Library Services. A typical way of obtaining the required qualifications is to possess the equivalent of six years of directly related library experience, at least two of which include supervision of professional library staff and a master’s degree in library and information science or similar field.
License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge of:

Principles and practices of Library management; principles and practices of library routines, procedures and services; principles and practices of records management; principles and practices of library cataloging and classification systems; public desk procedures and methods of providing services and information; library equipment and resources; standard library automated circulation and borrower services; information sources and methods; cataloging principles; bibliographic utilities; computer systems and programs; cataloging and bibliographic search procedures, including specialized library software; principles and practices of program and budget development, administration and evaluation; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, direct, manage and coordinate the work of the Library; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; participate in a variety of tasks relating to providing library services; research and utilize reference systems; analyze situations appropriately and adopt effective courses of action; develop, present and administer a program budget; plan, organize, train, evaluate and direct work of assigned staff; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and specialized software applications; design, update and maintain a website.