

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Library Director</b>
<b>Class Code Number</b>	<b>3050</b>
<b>FLSA Designation</b>	<b>Exempt (Executive)</b>
<b>Pay Grade and Range</b>	<b>30</b>
<b>Effective Date</b>	<b>07-01-2014</b>

### General Statement of Duties

Plans, organizes and directs the operations and activities of the City and Borough Library; performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to oversee all Library Science components within the Kettleon Memorial Library. The work is performed under the direct supervision of the Administrator and Library Board of Commissioners but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of all Library personnel. An employee in this class performs the duties of other employees in the Library as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, outside vendors, school officials, business and community organizations and the public. The principal duties of this class are performed in a public Library environment.

### Examples of Essential Work (Illustrative Only)

- Develops, revises and implements Library goals, policies and objectives;
- Hires, trains, supervises, evaluates and coordinates the activities of all Library personnel in the servicing of public needs;
- Coordinates all activities with the Library Board of Commissioners through collecting pertinent data, communicating Library activities to the Board and making recommendations as to needed changes;
- Oversees the reference services within the library and provides reference services to patrons on a wide variety of subjects and educational levels;
- Maintains a safe and secure library environment through monitoring patrons adherence to library procedures and guidelines and maintaining an awareness of all persons within the facility;
- Develops, selects and manages the entire Library collection to provide cultural, educational and recreational enrichment to the Citizens of Sitka and visitors to the City and Borough;
- Develops, produces and oversees extensive adult programming schedule;
- Schedules all Library personnel to ensure that sufficient staff support is available to the public at all times;

- Provides Library personnel with guidelines for covering the varied aspects of circulation and reference responsibilities in an efficient and effective manner;
- Processes all employee time sheets and submits for payroll and maintains confidential personnel records;
- Conducts annual performance evaluation interviews;
- Oversees the performance of Library staff and makes continuing recommendations as to specific areas which should be addressed for continued improvement;
- Conducts staff meetings for the purpose of soliciting information from Library personnel and keeping all individuals abreast of policies changes and new directives;
- Coordinates the work of volunteers within the Library;
- Develops, manages and administers the Library budget, including analyzing sources of revenue, investigating expenditures and evaluating needs for services;
- Presents yearly budget requests to the Library Board and City and Borough Assembly;
- Develops policies for the selection and acquisition of Library materials;
- Reads reviews of new materials and makes comparisons with existing titles to acquire subject areas which are not currently covered;
- Examines newly acquired materials to evaluate the content, classification and possible use;
- Plans and organizes the use of Library space to ensure all patrons are given an access to desired subject areas;
- Represents the Kettleson Memorial Library to the public, promotes the features of the Library and solicits community involvement in Library programs;
- Investigates any complaints involving Library activities and seeks to resolve all conflicts as necessary;
- Oversees the preparation of brochures and writes news releases and public service announcements;
- Oversees building maintenance and the overall Library environment to ensure a safe, clean and pleasant facility for patrons' use;
- Coordinates Library outreach services;
- Prepares and administers grants to supplement budget funds, including the Alaska State Library grants;
- Performs circulation, reference, youth services and other related Library staff duties as necessary;
- Explores all possible information sources for inquiring patrons, including all materials within the Library consortium of Sitka, other contributing Libraries in the inter-library loan program and other related sources as necessary;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews professional resources to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate individuals to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

#### **Required Knowledge, Skills and Abilities**

- Comprehensive knowledge of Library processes, policies, and procedures;
- Thorough knowledge of the Library collection;
- Thorough knowledge of community and political wants, needs, processes and procedures that affect public service;
- Thorough knowledge of Library resources and circulation systems and procedures;
- Thorough knowledge of the capabilities and limitations of the Library database and networking systems;
- Ability to structure Library materials to ensure a representation of all wants and needs and provide an open access for all Library patrons;

- Ability to ascertain the needs of Library patrons and direct them to the needed resource within the Library or contact outside services to ensure all available information is obtainable to the patron;
- Ability to manage, coordinate and evaluate the work of others;
- Ability to communicate effectively and maintain working relationships with volunteers, representatives of the media, local government officials, and the public;
- Ability to make effective public presentations;
- Ability to prepare accurate and reliable reports containing findings, recommendations and conclusions on library activities;
- Ability to operate a personal computer using standard word processing, spreadsheet and database applications;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from an accredited college or university with a Master's Degree in Library Sciences; and
- Extensive administrative, management and direct supervisory experience in a library environment; or
- Any equivalent combination of experience, education and training which provides the knowledge and abilities necessary to perform the work.

**Required Special Qualifications**

None

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written reports and other materials in both hardcopy and electronic form;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and process library materials;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to monitor and supervise library operations and to attend meetings at various locations.

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