

**CITY OF GLENDORA  
LIBRARY DIRECTOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under general administrative direction, plans, organizes, and directs the operations and activities of the City's library system including Public Services, Support Services, Library Friends Foundation, literacy programs, volunteer programs, grant development and administration, and related functions and services; participates in the development of and implements policies related to Library services and operations; provides staff support to the Library Board of Trustees and Glendora Public Library Friends Foundation; reviews and assists in addressing general City concerns as a member of the City's executive management team; performs related duties as required.

**CLASS CHARACTERISTICS**

Employees in Executive Management classes report to the City Manager and are responsible for the development and administration of programs designed to address primary areas of City service. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager. The Library Director also receives guidance from and responds to issues raised by the Library Board of Trustees and acts as liaison to the Glendora Public Library Friends Foundation. The incumbent must also function as a member of the City's management team and participate actively in addressing issues of concern to the City that at times may not have a direct impact on area of specialization.

**ESSENTIAL JOB FUNCTIONS**

*These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.*

1. Plans, directs, and coordinates Library services and operations including Public Services, Support Services, Library Friends Foundation, literacy programs, volunteer programs, grant development and administration, and related functions and services. (a d e g h i j k l m)
2. Participates in strategic planning and goal setting; analyzes operational and service demands and develops comprehensive plans to satisfy needs for department services; establishes, monitors, and brings to completion Library goals in coordination with City. (a b c d f g j k l m o q)

3. Conducts surveys, evaluates statistics, confers with staff and library patrons, and studies reports on better ways of meeting existing needs. (a b c d g h i j k l m o q)
4. Organizes new programs and Library service units for more effective library service to the public; originates and implements organization and staffing patterns to effectively address operational needs; develops, maintains, and evaluates efficient and effective operation techniques within a highly visible, service-oriented municipal government department. (a b c d f g h i j k l m o)
5. Prepares and administers the annual departmental budget; participates in discussions regarding the most effective utilization of available City funds and setting of priorities; estimates and maintains budgetary controls. (a b d g h j m n p)
6. Selects department employees; plans and organizes work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; executes disciplinary action. (a d e g l k o)
7. Supervises and reviews the preparation of bibliographies, reading lists, and technical articles for publication. (a b d e g h i j k l m n o)
8. Contributes professional publications to journals and monographs. (a b i)
9. Supervises and participates in materials selection and purchase; reviews acquisition and cataloging; sets policies for catalog as needed. (a b d g h i j k l m n o)
10. Meets with various professional, civic, and community groups and organizations to explain and tailor the services offered by the City Library. (a c d f g i j k l m o q)
11. Takes an active part in professional conferences and meetings. (a b c f i q)
12. Coordinates activities of the library with those of other City departments; markets services to targeted populations; coordinates community information and referral services with other agencies; applies appropriate communications technologies, including computers, to services and procedures. (a c d f g i j k l m o q)
13. Promotes and plays a lead role in activities designed to enhance library services/collection through volunteers. (a b c d f g i k m q)

#### REQUISITE ABILITIES

*The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

- a. Communicate clearly and concisely, both orally and in writing.
- b. Research and prepare complex reports on a variety of subjects.

- c. Establish and maintain effective relationships with the community at large, the City Council, the Library Board of Trustees, the Glendora Public Library Friends Foundation, and other public officials.
- d. Plan, direct and coordinate City library services and manage a department.
- e. Select, train, supervise, and evaluate employees.
- f. Represent the City in a variety of meetings.
- g. Make decisions regarding operational and personnel functions.
- h. Operate programs within allocated amounts.
- i. Perform professional library work.
- j. Understand, explain and apply policies and procedures.
- k. Analyze unusual situations and resolve them through application of management principles and practices.
- l. Participate in strategic planning and goal setting; develop comprehensive plans to meet future City needs/services.
- m. Visualize library needs on a broad overall basis.
- n. Plan and enforce a balanced budget.
- o. Develop new policies impacting department operations/procedures.
- p. Interpret financial statements and cost accounting reports.
- q. Represent the City in a variety of meetings and committees; make extensive community contacts.

### MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

### QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

A Master's degree in Library Science or Library and Information Science from an ALA accredited program and five years of progressively responsible professional library experience including three years of supervisory or administrative experience.

### Knowledge and Skill Levels

Extensive knowledge of library organization, planning, administration, and management; professional library principles, methods, materials, and practices including knowledge of cutting edge technology and related trends and their application to a library setting. Considerable knowledge of municipal organization, administration, budgeting, and cost accounting; modern principles and practices of management, personnel administration, staffing and supervision; public relations and customer service techniques; pertinent state and federal laws, ordinances, rules and regulations as they apply to library, municipal government, and foundations; principles and practices of public speaking. Basic knowledge of facility use and maintenance for effective utilization of facility to ensure a safe, comfortable, and responsible environment. Considerable skill in facilitating and participating in group processes to develop strategies, identify needs, and implement plans. Skill to create, use, and apply statistical output measures. Knowledge of resource development and fund-raising practices preferred.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.