

## LIBRARY DIRECTOR

### JOB DESCRIPTION

**Classification Responsibilities:** The Library Director performs administrative work involved in planning and directing the activities of the City's Libraries. Responsibilities include: planning, organizing, staffing, directing, and coordinating all library services; preparing and administering the division budget; and reconciling internal and external procedural and resource conflicts. In addition, the employee conducts a continuing review of library operations, directs the implementation of policies and staffing to increase efficiency, and coordinates activities with other City departments. Other duties include: coordinating the activities with the Library Advisory Board; making recommendations to the Board; and implementing various policies of the Board and City Council. The employee also is the highest library authority, and represents the Library at City Council meetings, and in interlibrary cooperative activities with the state of Arizona, its counties, and other incorporated cities and towns or subdivisions. Responsibilities require the exercise of considerable initiative and independent judgment within the library area. This class performs related duties and functions as may be delegated, assigned, or required.

**Distinguishing Features:** Supervision is received from the Deputy City Manager, who reviews work through conferences, meetings, reports, and results achieved. This classification has been designated as a non-classified, non-merit system, at-will position. This class is FLSA exempt-executive.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Library Science, Business Administration, or related field. A minimum of seven years of progressively responsible managerial, supervisory, and administrative experience.

**Special Requirement.** Must possess a valid Arizona Driver's License by hire date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualification.** Graduation from an accredited college or university with a Master's Degree in Public or Business Administration or Library Science is desirable.

### ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, other City employees, vendors, management, contractors, and public officials to clarify, promote, defend, explain, etc., library policies, procedures, operations, plans, etc. Makes presentations to civic and professional groups. Responds to inquiries from electronic and print media personnel. Instructs subordinates, library students, and professional colleagues regarding library policies, procedures, plans, operational structures, etc. Prepares monthly

reports, City Council and management reports, short- and long-range plans, and correspondence in order to clarify, promote, defend, and explain library policies, procedures, plans and operational structure.

**Manual/Physical:** Reviews the work products of others to ensure compliance with standard operating procedures and standards for quality service levels. Inspects, monitors and evaluates work-related conditions, and physical facilities to determine compliance with prescribed operating, safety, and comfort of public service conditions standards. Operates a motor vehicle requiring a standard Arizona Driver's License to visit and inspect branch library facilities, visit and meet with other librarian professionals, and testify before public officials.

**Mental:** Plans, organizes and directs the activities of the library system. Supervises and evaluates the work of subordinate personnel performing functions required to deliver library services. Prioritizes and assigns work to personnel and prioritizes own administrative work. Resolves procedural, operational, and public service problems by using listening and analytical skills, and applying professional experience and skills. Coordinates work activities, program functions and library-related state and regional planning with other City departments, other cities, and county and state agencies. Develops divisional policies and procedures, and short- and long-term objectives and plans (example: organizational and physical). Conducts research and analyzes local, state and national statistical data to project trends in library services and library costs. Prepares division budget (example: based on recommendations from staff, makes final decisions for requests, establishes priorities, defends requests orally and in writing, makes presentations to City Council, and administers appropriated budget). Understands and interprets blueprints, schematic drawings and layouts to plan library physical facilities. Learns job-related material regarding management, supervision, planning techniques, and new technologies.

### **Knowledge and Abilities:**

Knowledge of:

the principles and practices of public administration and management;  
management techniques, supervisory practices, and evaluation methods;  
the principles and practices of effective administration with particular attention to the organization and management of a public library;  
the principles and methods of budget preparation and monitoring;  
the dynamics of city government; and  
current trends and technological developments in libraries.

Ability to:

speak extemporaneously on library matters;  
work effectively with representatives from public and private agencies associated with the Mesa Public Library; and  
work effectively with people inside and outside the City organization.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the

work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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PAY PLAN E08-E21

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IND-9410  
SWORN-No