

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Library Services Director	Job Family:
General Classification: Management	Job Grade:

Definition: Responsible for the administration of the Mountain View Public Library; plans, organizes, manages, directs and evaluates the Library resources, services and programs to provide community-based Library service. Interprets and promotes the Library's program to the Library Board, City officials and the community.

Distinguishing Characteristics: This position serves as a department head.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Plan, organize, coordinate, direct and evaluate the operations and activities of the Library.
2. Develop and implement goals, objectives, policies, procedures and priorities of the department.
3. Assess community interests and needs related to Library services. Analyze the effectiveness and efficiency of programs and services. Respond to community needs.
4. Develop and monitor the departmental budget. Recommend and justify Library capital improvement requests.
5. Select, train and supervise Library personnel. Oversee organizational development for the optimal provision of Library services.
6. Develop strong community relationships to promote and support Library services.
7. Represent the Library and the City in the community and at professional meetings.
8. Act as staff liaison to the Library Board of Trustees.
9. Perform related duties and responsibilities as required.

Minimum Qualifications:

Knowledge of: Principles and practices of management, budgeting, public administration, personnel management, organizational and program development and evaluation; philosophy, objectives, trends, techniques, principles and practices of state-of-the-art modern public library services and management; public library

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functions, operations, specialized services and technology; pertinent Federal, State and local laws, codes; possession of strong writing, analytical and communication skills.

Ability to: Assess community library needs, develop and recommend programs and services; develop and manage a City department; prepare and monitor the Library budget; select, develop and motivate staff; interpret and explain Library programs and policies to the public, Library Board and City Council; communicate effectively, both orally and in writing; participate and contribute as a City executive team member; demonstrate effective leadership; review and analyze complex and technical information; plan and use sound judgment to make good decisions, set priorities and manage multiple activities.

Experience and Training Guidelines: Combination of relevant experience, education and training that will satisfy the required minimum qualifications, knowledge and abilities.

Possession of a masters degree in Library Science and five years of increasingly responsible, professional library experience, three of which have been in a managerial capacity, which includes supervision.

Required Licenses or Certificates: Possession of or the ability to obtain a valid California driver's license.

Working Conditions: In addition to the regular work schedule, this position must be available to work evenings and weekends to attend meetings, Library events and training as needed.

Established February 1980

Revised: November 30, 2009

CLASS SPECS

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