



Sonoma County Library JOB DESCRIPTION

LIBRARY DIRECTOR

Definition

Under the general policy and program direction of the Library Commission, manage and direct the Library's operations to assure a balanced countywide library system that includes a comprehensive program of library services.

The following is the description of the Director's role in the Joint Powers Agreement:

The Library Commission appoints the Library Director, who functions as the County Librarian. "The library director shall, subject to the general rules adopted by the Commission, build up and manage, according to accepted principles of library management, a library for the use of the people of the County, and shall, subject to budgetary limitations, determine what books and other library equipment shall be purchased."

Key Responsibilities & Typical Tasks

1. Manages and Directs Library's Operations

- 1.1. Serves as Library's executive officer, planning, organizing, directing, and reviewing all facets of the Library's operations, programs, and services.
- 1.2. Formulates budget for review and approval by the Library Commission; administers the budget; ensures appropriate expenditures of public funds through efficient operations.
- 1.3. Directs the hiring, development, and retention of a high performing Library work force.
- 1.4. Directs the development of library collections and services.
- 1.5. Directs the operations and maintenance of current library facilities.
- 1.6. Directs the development of technology plans to integrate current and new technology into the delivery of library and information services.
- 1.7. Directs the preparation and maintenance of library statistics and related records and

reports.

2. Plans and Develops Library Services

- 2.1. Works with the Library Commission, local officials, community members, educational organizations, and staff to plan and deliver services and programs that meet the needs of the residents of Sonoma County.
- 2.2. Maintains and develops adequate financial resources to meet the Library's needs, including the development of alternative sources for funding library services, collection acquisition and capital improvements; develops relationships and works with private, business and non-profit organizations to improve the library financial base and service delivery.
- 2.3. Assures adequate and appropriate facilities by providing leadership in the planning, design, and furnishing of new and/or remodeled facilities.

3. Coordinates Governance & Support

- 3.1. Prepares reports and recommendations to support the Library Commission in its oversight of the Library and its leadership role in planning, budgeting, and policy-setting
- 3.2. Maintains liaison with Library Advisory Boards, library support groups, city and county government officials and staff, interested community organizations to support the Library's continued development and effectiveness.
- 3.3. Conducts a periodic review of Library policies procedures and practices; recommends new or revised policies to the Library Commission; develops standards and procedures to implement policies; monitors library policy to assure compliance with federal, state and local laws.
- 3.4. Serves as clerk to the Library Commission, preparing Commission agendas and reports in consultation with the Chair, assuring compliance with the Brown Act, and maintaining all minutes and records of the Commission. Also serves as Clerk for the Library Advisory Boards, delegating some of these responsibilities to the branch managers.

4. Builds Public Understanding & Support

- 4.1. Interprets and promotes the Library, its services and needs to the public.
- 4.2. Develops public information programs to inform the County's residents about the Library and its services; speaks before professional, civic and other groups to explain and interpret the Library's programs.
- 4.3. Serves as a member of external organizations, committees and boards as necessary to support the goals of the Library.

Minimum Qualifications

Education and Experience:

Graduation from a college or university approved by an accrediting association of more than statewide standing, plus possession of a graduate library degree from a school accredited by the American Library Association¹, plus ten years experience of increasing level of responsibility in a public library and/or public agency, at least six of which shall have been in administrative positions.

Knowledge of:

- All aspects of library administration including appropriate methods, procedures and technical matters.
- Pertinent state and federal laws and regulations.
- Organizational, administrative, management, and labor relations principles and practices.
- Supervisory techniques, resource allocation, planning and budgeting.
- Sources and methods of funding for public agencies.

Skill/Ability to:

- Shape, create, and implement the Library's vision for the future.
- Direct and coordinate all aspects of library administration.
- Balance the needs of the JPA member agencies.
- Supervise, train, and evaluate the work of professional, technical and clerical staff.
- Successfully develop and implement the Library's budget.
- Interpret, apply and explain Library policies and state and federal legislation related to Library activities.
- Analyze and evaluate statistical data and reports related to library management.
- Identify existing or potential problems, secure relevant information relating data from a variety of sources, determine probable cause(s), and effect appropriate solution(s).
- Establish and evaluate policies, procedures and controls related to the Library programs.
- Represent the Library under diverse circumstances and prepare and deliver oral presentations to small and large groups.
- Effectively and persuasively communicate both orally and in writing.
- Negotiate agreements between differing individuals and groups of individuals.
- Utilize appropriate leadership skills, interpersonal style, and methods of communication to seek wide input before proposing a solution, and then use those same skills to gain acceptance, cooperation, or agreement of a plan, activity, and/or program idea, or to seek a compromise solution.
- Establish and maintain effective work relationships with those contacted in the performance of required duties, including members of the community, political entities, Friends of the Library, and Library Advisory Boards (LAB).

Physical Demands

While performing the duties of this class, an employee is frequently required to use a computer, sit in and conduct meetings with individuals and groups, and travel between different library and

¹ California Education Code 19140-19150

other locations. The incumbent must perform highly complex and varied tasks requiring independent knowledge; be able to concentrate on fine detail with some interruption and remember task/assignment given to self and others over long periods of time.