

JOB TITLE: Library Director

DEPARTMENT: Library

REPORTS TO: Mayor

PRINCIPAL PURPOSE OF JOB: Responsible for the overall management of the Anacortes Public Library including developing and implementing strategic plans, policies, procedures, and practices to accomplish objectives and maintain existing programs. Assures the efficient and economic use of departmental funds and resources including Library budgets, fund raising and grants, human resources, facilities, patron confidentiality, and information system and other technologies to accomplish short-term goals and obtain long-range objectives.

LEVEL OF AUTHORITY: Implements policies and programs with demonstrated sound management and professional judgment. Error in judgment could have substantial financial implications and could impact public acceptance of programs, protection of patron confidentiality, personnel, facilities, and services.

WORK ENVIRONMENT: Work is performed primarily in an indoor office setting.

ESSENTIAL JOB FUNCTIONS

1. Lead and direct the Library department; work closely with the Mayor, Library Board, and Library staff on objectives, plans, schedules, and budgets; monitor variances and accomplishments; and develop and implement broad programs.
2. Develop, implement, and guide strategic planning to include, but not be limited to, community services, capital improvements, service levels, staff development and training, and automation.
3. Research and recommend, in conjunction with the Librarians, programs for the Library such as adult services, young adult and children's services, building improvements, grant-in-aid programs, outreach programs and displays, exhibits and lectures, and special events.
4. Coordinate with and contact officials of government agencies, prepare requests for state and federal financial assistance including appropriate supporting materials, and maintain governmental coordination.
5. Serve as research librarian and perform reference and other professional service functions.
6. Maintain close liaison with the Library Board and keep Board Members informed of a full range of services to meet the information and literacy-based recreation needs of the community. Attend Board meetings and provide staff support to the Board, as necessary and requested.

7. Work closely with Friends of the Library, the Library Foundation, and other groups and associations.
8. Direct and supervise the Librarians and Administrative Assistant, and provide overall leadership and supervision to meet project and program requirements.
9. Monitor, in conjunction with the Librarians, the development and circulation of the Library's print and non-print collections.
10. Respond to public inquiries, and work with the Librarians to investigate and resolve complaints or refer to appropriate individuals or departments for resolution. Maintain public relations broadly in the community.
11. Develop and maintain constructive relationships with City officials, other departments, community agencies and groups, and the general public regarding programs and activities.
12. Participate in the City's management team functions and assist other department heads on special projects as requested and appropriate.
13. Responsible, with appropriate City departments, for Library information systems, protection of patron confidentiality, human resources, finance and cash handling, legal matters, building security, safety, and the maintenance of facilities and equipment.
14. Respond, as necessary, to call-out for emergencies such as break-in, fire, computer system crash, or any other situation threatening risk to the staff, patrons, collection, or facility.

ADDITIONAL JOB FUNCTIONS

1. May perform portions of the work of other positions, as needed.
2. Perform other duties and responsibilities as required.

QUALIFICATIONS

Technical

1. Must have a master's degree in Library or Information Science from an American-Library Association-accredited college or university.
2. Must have five to 10 years of previous related experience sufficient to demonstrate thorough competency and extensive knowledge of the principles and practices of library operations, management, strategic planning, information systems, budgets, protection of patron confidentiality, and fund raising.
3. Must have ability to lead, plan, schedule, train, supervise, develop, and evaluate the work of staff.

4. Must be bondable.
5. Must possess a valid Washington State Driver's license.
6. Must maintain professional and technical expertise through participation in continuing education.
7. Must meet technical and other qualifications established for the Librarian position with attention to detail and accuracy.

Physical

1. Ability to stand, bend, stoop, and lift; to use computer workstation, including keyboard and visual display terminal, for extended periods of time; and to deal with the public for sustained periods while maintaining positive and enthusiastic communications.
2. Ability to use hands to grasp and pinch library materials for a prolonged period.

Other

1. Ability to lead the Library's overall community and patron focused communications efforts and communicate effectively, patiently, and courteously with other City employees, with patrons and with other members of the public.
2. Ability to maintain courtesy and helpfulness while handling multiple activities or interruptions at once and to work positively and effectively with co-workers in a team approach.
3. Ability to attend frequent meetings outside regular work hours, including evenings and weekends, and to be available around the clock for emergency call-out
4. Must have excellent writing and organizational skills, for example to prepare and direct preparation of reports, budgets, responses to RFPs, grant applications, legal contracts and correspondence, and professional correspondence.

USE OF TOOLS AND EQUIPMENT

Ability to use audio-visual equipment such as cassette recorders, VCR and film and slide projectors; office equipment, such as; personal computer and associated software, typewriter, adding machine, microfiche reader, paper cutter, fax, copier, telephone and postage meter.

OTHER

1. Pursuant to the Child/Adult Abuse Information Act, RCW 43.43.830 through 43.43.845, background investigations will be conducted on all City of Anacortes Library prospective employees, volunteers, and docents who will or may have unsupervised access to children under sixteen years of age, developmentally disabled persons, or vulnerable adults. The background check is for initial employment decisions only.
2. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products of any kind while on the job.
3. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.
4. Following an offer of employment, and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the City of Anacortes. The examination will be paid for the by the City. Satisfactory clearance to perform essential job functions will be required for employment.

Are you able to perform the essential function of this job, with or without accommodation?

Yes _____ **No** _____

If testing is required, will accommodation be necessary?

Yes _____ **No** _____

Signature

Date