

CITY OF LIGHTHOUSE POINT CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: **Library Director**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to administer the planning, organization, and direction of all library functions. Performs complex, managerial and strategic work in the areas of customer service, personnel, purchasing, policies, training, and organizational development. Functions as a professional and technical resource to the library and all its patrons.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Administers the planning, organization, and direction of library operations; provides managerial oversight for all library management functions.

Provides administrative direction to librarians, technical assistants, clerks, other part-time employees and volunteers of the library; evaluates performance and adherence to established policies, procedures, goals, and objectives.

Develops, implements, and maintains strategic fiscal and capital improvement plans for the library; prepares, administers, and monitors library budget.

Reviews and approves all purchases in the form of books, computers, and software.

Performs customer service functions; provides assistance and information related to library policies and procedures; assists all library patrons in their needs.

Conducts and attends staff meetings; conducts meetings with professional groups, Friends of the Library, and other outside entities.

Schedules daily, weekly, and monthly schedules for staff.

Reviews and approves staff payroll sheets, vacations, and other requests; reviews patron requests for materials.

Functions as a technical and professional advisor to all library personnel; troubleshoots computer and equipment problems.

Coordinates and supervises community outreach and senior programs.

Establish all policies for staff and patrons.

Prepares annual and monthly reports; forwards to Mayor / City Administrator

Serials, audio-visual, realia. Selects vendors and prepares bid specifications when necessary.

Prepares annual budget with recommendation of the Lighthouse Point Library Advisory Board.

Evaluates and improves agency's selection procedures, hiring practices, recruitment program, classification and pay practice, and training/organizational development initiatives.

Attends conferences and public professional meetings in representing the library.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, database, and software programs.

ADDITIONAL FUNCTIONS

Hires new employees within the guidelines established by job definition and salary established by the City. Conducts interviews and checks references before hiring.

Disciplines and/or dismisses employees as needed. The Director maintains and will keep all necessary supporting written documentation.

Recommends to the Mayor possible candidates for Library Board vacancies.

Investigates, prepares and administers grant proposals available from State or private sources.

Represents the Library as an active participant in Citywide and community wide events.

Is responsible for the development and promotion of positive library images by effectively communicating the Library Philosophy.

Plans and coordinates outside-of-the-Library cultural events for adults, young people and children.

Liaison to local government officials; keeps abreast of Federal, State, Local legislative issues affecting Library organization or policy.

Attends professional conferences, workshops or on-line training as appropriate. Continuing education certification is maintained.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Accredited degree required with a minimum 3 to 5 years of progressively responsible public library experience. Equivalency should be no less than a Bachelor's degree in Library Science and current enrollment as a degree-seeking student in an accredited Master's Degree Program.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Treat, mediate, counsel, and act as a firsthand supervisor. Excellent interpersonal skills with all ages of patrons and volunteers.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Requires social media and technology skills.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate sounds. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

The City of Lighthouse Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Lighthouse Point will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.