



City of Irving Job Description

Library Director

FLSA Status:	EXEMPT	Job Department:	Library
Job Code:	26011	Reports To (Job Title):	Assistant City Manager

PURPOSE

To plan, direct, and review the activities and operations of the Library Department including the administrative functions and all locations, manage full- and part-time employees, and administer annual operating budget and capital improvement program bond funds.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Develop, plan, and implement the Library Department goals and objectives and recommend and administer policies and procedures.
- Develop, administer and oversee the department's budget, including operating accounts, revenue accounts, grants and bond funds and monitor and approve expenditures, forecast future budget needs, and implement mid-year adjustments.
- Develop reports and make presentations to the City Manager, City Council and community groups.
- Exercise leadership by establishing priorities for service offerings and setting performance standards.
- Direct, oversee, and participate in the development of the department's work plan by assigning work activities, projects, and programs, monitoring work flow, and reviewing and evaluating work products, methods, and procedures.
- Provide staff assistance to the City Manager and City Council and prepare and present staff reports and other correspondence relating to library activities.
- Coordinate library activities with those of other departments and outside agencies and organizations.
- Coordinate and participate in the activities of the Irving Public Library Board of Trustees and cooperate with the Friends of the Irving Public Library.
- Respond to and resolve difficult and sensitive citizen inquires and complaints.
- Provide direction and leadership to the library staff in fulfilling the library's mission.

OTHER DUTIES AND RESPONSIBILITIES

- Participate in a variety of boards and committees, attend and participate in professional groups and organizations, and support active participation in professional library associations by library staff.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 100 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Develop and administer an annual budget of more than \$6,000,000.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Master's degree in Library Science from a program accredited by the American Library Association (ALA).

EXPERIENCE

- At least seven (7) years of library experience, including five (5) years of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- None

KNOWLEDGE OF

- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Personnel and Human Resources (HR): Policies and practices involved in personnel/HR functions, including selection, supervision, training, performance evaluations, and termination.
- Customer Service Management: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Library systems, standards and practices including the Dewey Decimal System, integrated library systems, print and electronic information resources, accreditation requirements, and copyright and censorship issues.
- Government Policy: Policies, restrictions, laws, ordinances, operation, and processes at the local, state, and national levels.
- Statistical Principles: Principles and processes dealing with the collection, analysis, interpretation, and presentation of quantitative data.

SKILLS AND ABILITIES IN

- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Teamwork: Facilitating problem-solving and innovation by a group
- Negotiation: Bringing others together to reconcile differences.
- Planning: Sensing the environment and setting goals and objectives.
- Prioritization: Selecting from multiple options, activities to achieve a goal.
- Public Speaking: Effectively communicating orally with an audience.
- Written and Oral Expression: Effectively communicating information and ideas in writing, as well as through speech, so others will understand.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.
- Composure under Duress: Remaining composed and making sound decisions during stressful or sensitive circumstances.

GUIDANCE RECEIVED

City Mission and Goals

Makes decisions with guidance provided by City mission, policies and goals. Sets related goals, service objectives and priorities for at least one Department and gains approval.

CONTACTS

Extensive contact with other city directors, city council, civic organizations, local businesses, Chamber of Commerce, professional organizations, directors of other public libraries, vendors of library services and equipment.

EQUIPMENT AND PROPERTY

This position utilizes primarily standard office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Duties require extended periods of standing, walking, sitting, and talking or hearing. Duties require keyboarding and carrying. Weights up to 10 pounds are encountered. Vision requirements include close vision and ability to adjust focus. Must be able to transport oneself to work-related meetings, workshops, conferences, etc.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The work environment is typical of an office setting.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.