Job Overview Summary:
This is very responsible, administrative and advanced professional work in directing the varied operation of the City's library system. Work involves responsibility for planning, organizing, staffing, coordinating and directing varied functions of a comprehensive municipal library system, including a main library and several subsidiary branches, and in promoting the service available from the system for public use. Work is performed under the general direction of an administrative supervisor and requires the exercise of considerable judgment and tact in dealing with the public. Employees in this position are expected to be able to perform any and all work tasks and comply with any work schedules or attendance or duty requirements, which may be established by City or department rules. Work is reviewed through conferences, conversation, and the analysis of reports and the evaluation of results achieved.

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

Duties:
- Plan, organizes, coordinates and directs the operation of a diversified public library system.
- Prepares work performance standards; formulates book selection and acquisition and cataloging policies and standards; recommends level of library services to be offered; interpret library services, programs and resources to City officials and citizens.
- Develops and implements administrative and operating policies and procedures for library personnel.
- Develops and maintains collaborative initiatives and partnerships with individuals, as well as internal and external groups, to further the library's mission.
- Attends professional and administrative meetings and conferences and provides advice and makes recommendations related to library activities.
- Initiates and provides direction to special studies and prepares recommendations concerning selected aspects of the library organization and services.
- Prepares agency budget and maintains budgetary controls; prepares and maintains reports of library activities.
- Attends civic club and other citizen group meetings and public gatherings to explain the activities and services of the City's public library system.
- Plans and directs an active and continuing public relations program, including press and radio releases, exhibits and articles in magazines and journals to promote the use of the City library system.
- Develops long range objectives and plans for the library system and initiates implementation of plans and policies.
- Administers the selection, acquisition, processing and maintenance of all library materials.
- Supervises the development and maintenance of records and reports related to library activities.
- Within the limits of delegated authority, is responsible for participating in selection, placement, promotion, training, development, discipline, safety and appraisal of employees.
- Performs related work as assigned.
Minimum Qualifications:
Graduation from a college or university accredited by the American Library Association with an advanced graduate degree in library science, supplemented by some graduate course work in public administration, business administration, arts and literature. Extensive progressively responsible experience in professional public library work, including considerable experience in library administration.

Knowledge and Skills:
- Extensive knowledge of the principles, methods and practices of public library administration.
- Thorough knowledge of library classification and cataloging techniques and practices.
- Thorough knowledge of public administration and office management practices and equipment as related to a library.
- Thorough knowledge of books, the book trades and the reprint and out of print markets.
- Ability to plan functional library facilities.
- Ability to ascertain the library needs of the community served and to develop a selection policy responsive to those needs.
- Ability to effectively plan, organize, direct and coordinate the activities of a diversified library system.
- Ability to delegate authority and responsibility to schedule program work on a long term basis.
- Ability to express ideas clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with employees and the public as necessitated by the work.

Required Responsibilities:
Successful demonstration of the following competencies are standard expectations for all City staff: cultural competence, inclusivity, job knowledge, productivity, quality of work, adaptability/flexibility, communication, and customer focus. Additional competencies are assigned based on the employee’s job classification. Information about the required competencies including definitions can be found in the Core Competency Guide, a copy of which is located on the U: drive/Human Resource Info/Job Descriptions folders and on the intranet.

Necessary Special Requirements:
If assigned duties require the use of a personal motor vehicle, an automobile insurance policy that meets the minimum requirements of liability established by the State of Florida for property damage and personal injury coverage must be maintained. Work hours may vary and may include nights and/or weekends.

Public Contact:
Contacts are an essential component of this position and are for the purpose of obtaining and furnishing information, providing interpretations, responding to complaints as assigned, and similar purposes. Work may involve considerable public contact and usually requires the incumbent to interact with the public, various City departments, and governmental agencies, as needed. Work requires an employee of this class to present oneself in a courteous, tactful, and effective manner.