

## **CITY OF IRWINDALE**

### **CITY LIBRARIAN**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under administrative direction, plans, directs, manages, and oversees the activities and operations of the Library Department including library programs, projects, services, and grants; coordinates assigned activities with other departments and outside agencies; acts as liaison to the Irwindale Public Library Foundation; and provides highly responsible and complex administrative support to the City Manager.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assumes full management responsibility for all Library Department services and activities including library programs, projects, services, and grants.
2. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
3. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
5. Plans, directs, and coordinates, through subordinate level staff, the Library Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
6. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
8. Plans and facilitates library programs, outreach programs, and partnership programs; writes and administers grants.
9. Provides customer service; manages library materials circulation; answers routine and specialized reference questions; explains and interprets programs, policies and procedures; handles difficult and sensitive inquiries and complaints; addresses patron concerns.
10. Evaluates and purchases library materials, collections, and equipment.
11. Oversees and provides direction for tutoring programs.
12. Manages the digitalization and preservation of archival and historical documents and photos.

**CITY OF IRWINDALE**  
**City Librarian (Continued)**

13. Provides staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence.
14. Represents the Library Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
15. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
16. Participates on a variety of boards, commissions, and committees.
17. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of library science; incorporates new developments as appropriate.
18. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
19. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operations, services, and activities of a comprehensive library program.  
Advanced principles and practices of library operations, services, and activities.  
Advanced principles and practices of program development and administration.  
Methods and techniques of customer service.  
Knowledge of theories, principles, and practices of library science.  
Emerging trends and research in the field of library science.  
Principles and practices of budget preparation and administration.  
Principles of supervision, training, and performance evaluation.  
Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

Manage and direct a comprehensive library program.  
Develop and administer departmental goals, objectives, and procedures.  
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.  
Identify and respond to sensitive community and organizational issues, concerns, and needs.  
Plan, organize, direct, and coordinate the work of lower level staff.  
Delegate authority and responsibility.  
Select, supervise, train, and evaluate staff.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Research, analyze, and evaluate new service delivery methods and techniques.  
Oversee the maintenance of the library collection.  
Prepare clear and concise administrative and financial reports.  
Prepare and administer large and complex budgets.  
Interpret and apply applicable federal, state, and local policies, laws, and regulations.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities*

CITY OF IRWINDALE  
City Librarian (Continued)

would be:

**Education/Training:**

A Master's degree in library science from an accredited college or university.

**Experience:**

Six years of increasingly responsible administrative or management experience including supervision of professional library staff.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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Ralph Andersen & Associates