

LIBRARY DIRECTOR-LIBRARY OPERATIONS

Manages and directs the activities of the West Florida Public Library (WFPL) through lower-level managers and supervisors, including strategic planning, policy development and implementation, fund allocation, and personnel management. Reports directly to the County Administrator.

EXAMPLES OF DUTIES

Oversees day-to-day operations of the WFPL, and is responsible for the administration, supervision, management, and coordination of all branch libraries and personnel.

Develops and implements a long-range plan, an annual plan of service, and an annual budget.

Identifies issues and alternatives that may relate to the policies, advocacy, goals, or programs, and bring such matters before the BOG.

Renders and submits reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency of the library's service to the public, and for the operation of the library under the financial conditions contained in the annual budget.

Under the direction of the County Administrator, shall carry out established policies in coordination with the BOG and the Board of County Commissioners. Writes and enforces administrative regulations or procedures governing the WFPL.

Develops and administers budgets, approves expenditures, reviews financial statements, and manages financial operations.

Ensures minutes and records of BOG meetings are preserved. Reviews and submits for approval the draft minutes for each BOG meeting. Provides budgets and financial statements to the BOG for review.

Serves as liaison to the local Friends of the Library groups.

Supervises staff including prioritizing and assigning work, conducting performance evaluations, ensuring staff training, ensuring that employees follow policies and procedures, maintains a healthy and safe working environment.

Makes hires, terminations, and disciplinary recommendations using established County guidelines.

Directs departmental activities including planning, coordinating, administering, and evaluating the following: programs, projects, processes, procedures, systems, standards, and/or service offerings.

Ensures compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards.

Provides assistance to the County Administrator as requested.

Responds to requests for information and provides guidance to other departments, consumers, the general public, and/or outside agencies.

Evaluates and communicates to the County Administrator and the Board of Governance the impact of potential legal or regulatory changes as applicable to the Library.

Performs other related work as assigned or required.

TYPICAL QUALIFICATIONS

Minimum Qualification Requirements:

Training and Experience:

Master's degree in Library Science from an American Library Association accredited university. A minimum of seven years of professional work experience in a public library open to the public for a minimum of 40 hours per week, five years of experience which were in managerial and administrative roles; or a combination of education and/or experience equivalent to these requirements. Experience in leading library operations, management of budgets and employee supervision.

Demonstrate interest in professional development through attending workshops and conferences.

Licenses and Certifications:

Valid driver's license from state of residence

Certified Public Library Administrator preferred

Knowledge, Skills, Abilities. and Other Characteristics (KSAOs):

ability to motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies and the public

direct, coordinate, plan, and administer a multi-facility library program

desire to meet and serve the library's diverse user community

thorough knowledge of the principles, practices, and methods of library science and administration, including such phases as general reference, classification, cataloging, acquisition, circulation, and children's library work

knowledge of the principles and practices of public administration and local government administration

knowledge of library philosophy and techniques of library service

managerial, budgetary, leadership principles

prioritizing and assigning work

interpreting and applying applicable laws, rules, and regulations

directing and managing change and sensitive topics

analyzing complex information

analyzing process and making recommendations for improvement in systems, procedures, and workflow

reading, comprehending, and reviewing financial information

making program decisions based on financial considerations as well as community needs

adapting to rapidly changing environments

mediating conflict

ability to use a computer, library software, and Microsoft Office programs

developing and implementing strategic plans

communicate effectively and concisely, both orally and in writing

ability to exercise initiative and independent judgment, and willingness to find and implement creative and non-traditional solutions to challenges

ability to interpret community interests and needs and to provide appropriate library services

demonstrate knowledge of library materials and resources

creativity to develop and implement library programs and services

employs management techniques effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the library's operation

communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

SUPPLEMENTAL INFORMATION

County-wide Employee Responsibilities:

All Escambia County BCC employees must serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Escambia County BCC's Employee Code of Ethics, gift, and conflict of interest policies.

All Escambia County BCC employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, familial status, sexual orientation, pregnancy, or gender identity and expression.

Emergency Management Responsibilities:

During emergency conditions, the incumbent of this position will automatically be considered an emergency service worker. This employee is subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and is expected to perform emergency service duties as assigned.

Physical Requirements:

Positions in this class typically require reaching, standing, walking, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Benefits/Compensation Package:

- Medical / Dental / Vision plans
- Prescription coverage
- Employee health clinic
- Employee fitness centers
- Employer-sponsored retirement plan or an investment plan
- Deferred Compensation Plan
- Flexible Spending Account(s)
- Employee Assistance Program
- Annual/Sick Leave or Paid Time Off (PTO)
- Group Life Insurance