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Lassen Library District

POSITION DESCRIPTION

DISTRICT LIBRARIAN

POSITION DEFINITION: To plan, organize, direct and review the activities and operations of the Lassen Library District; to coordinate assigned activities with other libraries and appropriate city and county departments, and outside agencies; to provide highly responsible and complex administrative support to the Lassen Library District Board of Trustees.

SUPERVISION RECEIVED AND EXERCISED: Receives administrative direction from the Lassen Library Board of Trustees. Exercises direct supervision over all assigned staff and volunteers.

EXAMPLES OF DUTIES: Duties may include, but are not limited to the following:

- Work with and respond to the concerns and needs of library patrons; represent the library to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance, as necessary
- Develop, plan and implement library goals and objectives; recommend and administer policies and procedures
- Coordinate library activities with those of other libraries and outside agencies and organizations; prepare and present staff reports and other necessary correspondence for the Lassen Library District Board of Trustees
- Direct, oversee and participate in the development of the library's work plan; assign work activities, projects and programs; monitor staff work flow; review and evaluate work products, methods and procedures
- Supervise and participate in the development and administration of the library budget; direct the forecast of additional funds required for staffing, equipment, books, materials and supplies; monitor and recommend expenditures for board approval; implement mid-year adjustments to the budget
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures
- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary; prepare grants, as required
- Perform related duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles of human relations
- Principles and practices of library science
- Principles and practices of book collection
- Pertinent local, state and federal laws, rules and regulations
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Principles and practices of organization, administration and personnel management
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation

Ability to:

- Relate effectively with library patrons
- Plan, direct and control the administration and operations of the Lassen Library District
- Develop and implement library policies and procedures
- Gain cooperation through discussion and persuasion
- Assist in the development, control and administration of library budget and expenditures
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Interpret and apply library policies, procedures, rules and regulations
- Communicate clearly and concisely, both orally and in writing
- Supervise, train and evaluate assigned personnel
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Experience: Three years of increasingly responsible library experience, including one year of significant administrative or managerial experience

Training: Equivalent to a master's degree from an accredited college or university with major course work in library science or a related field