



CLASS SPECIFICATION

Class Title: Director, Libraries
Department: Library
Merit Status: Exempt
FLSA: Exempt

Class Code: 8040
Eff. Date: 1/1/82
Grade: 33
Revised: 07/29/19

GENERAL PURPOSE

This is an at-will position, appointed by the Davis County Board of Commissioners and recommended by the Davis County Library Board of Directors. Under broad policy guidance and direction from the Library Board, acts as the executive officer of the Board, performs professional and administrative duties in planning, implementing, and directing public library services in Davis County, and in managing the Library as a County department which includes the implementation of established County and Library policies and procedures.

EXAMPLE OF DUTIES

Exercises effective leadership directing the planning and operations of all Library functions and responsibilities. Understands and ensures compliance with relevant federal and state laws and county ordinances. Develops long-term and short-term goals and requirements for the department. Responsible for the development, implementation and maintenance of board-approved strategic plans and capital facilities plans for the library system.

Develops, implements, and administers board policies; makes policy recommendations to board; provides staff support and information to board. Acts as a liaison between elected officials and the Library Board. Prepares presentations and speaks publicly to groups of various sizes and conducts group training.

Supervises department personnel directly or through subordinates; hires, trains, and supervises department personnel; assigns and monitors work; evaluates performance in compliance with County policies, procedures, and practices; documents and addresses employee performance problems in a timely manner; determines and initiates disciplinary action as necessary.

Prepares and presents department budget for Library Board approval; monitors and approves expenditures as directed by the Library Board; administers donations and sponsorships according to library and county policies.

Evaluates library services and makes recommendations for improvements; as opportunities arise, explores and develops programs and services of common interest with elected officials, municipalities, the Utah State Library and other departments of state and local government, public and academic libraries, schools and civic organizations.

Administers, with the assistance of designated library staff, maintenance of library facilities and equipment; actively works with architects, planners and designated County staff on facility development and capital projects.

Reviews, with the assistance of designated library staff, and grants final approval to all books and other materials selected for purchase or donation to the library's collection.

Participates in library professional meetings, classes, conferences and workshops (locally and nationally); participates in organizational management meetings.

Travels to conferences and events outside of Utah; travels to locations within and outside of Davis County to attend meetings, training, conferences, and other events.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an American Library Association (ALA) accredited university with a Master's degree in library science, or graduation from an accredited college or university with a Master's degree in public or business administration, plus eight (8) years of full-time paid library experience, six (6) years of which must have been in progressively responsible administrative positions, five (5) years of which must have been in a supervisory position directing the work of professional librarians. An acceptable combination of education and experience may be considered.

Preference for public library experience.

2. Special Qualifications:

Must pass a criminal history background investigation.

Furnish personal transportation for on-the-job travel. When driving on County business must possess a valid driver's license, operate a motor vehicle in a safe manner and maintain minimum vehicle liability insurance as specified in Utah Code.

New employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Thorough knowledge of: effective supervisory and training principles and techniques; objectives, principles and practices of public library service and management; library organization theories; the theories and principles of library reference service; trends and developments in the library field; collection development and programming; readers' advisory; cataloging and classification theory as it relates to automated systems; library automation systems and network operations; management principles and practices; County budgetary and accounting processes; children's, young adult, and adult literature; public relations concepts and procedures; strategic planning.

Skill in: operating all applicable computer hardware and software and other common office equipment; retrieving necessary information.



CLASS SPECIFICATION

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: exercise sound independent judgment and make sound decisions; direct, assign, supervise, and evaluate the work of others; address employee performance and disciplinary problems; analyze, interpret, prepare and report financial data; analyze and solve complex problems; prepare and present reports; prepare and manage annual budget; perform efficiently under pressure/deadlines; digest and condense information and ideas; receive and handle sensitive information and maintain strict confidentiality; work with minimal supervision; formulate and write policies and procedures; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, board members, other departments, vendors, patrons, other agencies, and the general public.

WORKING CONDITIONS

Maintain concentrated attention to detail for sustained periods of time. Work a flexible schedule that may include evenings and weekends; work extended hours as necessary.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***

Approval Information:

Date: 07/16/2019

Department Approval: Chris Sanford

HR Generalist Approval: Marina Brito

Classification Approval: Marina Brito