

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: CITY LIBRARIAN (066)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Library Department	City Manager or designee	Exempt

CLASS SUMMARY

This position is the department head in the unclassified service responsible for the management of the City's Library Department. Responsibilities include managing and directing all Library services, formulating administrative policies for the effective use of personnel and library resources in the delivery of library services, and is designated by the City Manager to serve as the staff liaison to the Board of Library Trustees. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Possession of a Bachelor’s degree in Library/Information Science or related field from an accredited college or university; AND
- Five (5) years of increasingly responsible professional library experience or the equivalent, including at least four (4) years as an assistant director or the division manager of a major program in a large library system, or as department director of a small or medium sized library system with responsibilities for planning, directing, organizing and budgeting.

LICENSES/CERTIFICATIONS

- Possession of valid State of California driver’s license is required.

DESIRABLE QUALIFICATIONS

- A graduate degree in Library/Information Sciences from an American Library Association accredited library school is desirable.
- Experience with a city or county public library system providing services to a culturally and ethnically diverse community is desirable.
- Experience in a technologically advanced library system is desirable.

DISTINGUISHING CHARACTERISTICS

The City Librarian is distinguished from the Assistant City Librarian classification, in that it has overall management responsibility for the City’s Library Department. The incumbent in this classification works under administrative direction and exercises independent judgment and discretion.

As a member of the City’s Unclassified Service this is an “at-will” position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills, sets a good example; and correctly applies the tenets of the City’s Code of Ethics and Values.

TYPICAL DUTIES

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

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- Advises the City Manager in all matters relevant to the library services provided by the City of Santa Clara;
- Manages, plans, organizes, evaluates, directs and implements a program of library service for the City for all age and interest groups utilizing the facilities and personnel resources of the library system;
- Serves as the staff liaison to the Board of Library Trustees and administers Board policies;
- Provides leadership on the citywide Executive Leadership Team;
- Serves on the Administrative Council of the South Bay Cooperative Library System;
- Represents the department at City staff meetings; formulates, justifies, allocates, and implements the Library Department budget;
- Formulates library policies, rules and regulations;
- Manage the development of plans for new and improvements to existing library facilities in connection with the City's capital improvement program;
- Manages the library technology resources, including computers, cabling, audio-visual, and wireless systems, components and operation of servers and network equipment, checkpoint security system, and automated library material handling systems;
- Assures the provision of reference and information services to both adults and children;
- Manages the planning and outreach programs to schools and community locations;
- Manages the library materials selection, de-selection, and evaluation activities in the development of a balanced, comprehensive library collection;
- Manages the acquisition, cataloging, processing, and access to books, periodicals, documents, non-print materials, and electronic information products;
- Proposes methods, rules, and regulations for the security and protection of library collections, facilities, and resources;
- Manages, evaluates, trains, and recommends hiring, promoting, and terminating library personnel;
- Prepares correspondence, fiscal records, and departmental reports;
- Confers with officials, citizens, and community groups to discuss use, modification, and expansion of library services;
- Fosters appropriate relationships to promote library programs with businesses, industry, educational institutions, community organizations, general public, other City departments, and employees; and
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Effective leadership and management principles and practices;
- Public library organization, trends, objectives, materials, services, programs and practices;
- Public administration and laws applicable to library services;
- Philosophy and major issues of modern library science;
- Principles and practices of budgeting (operating and capital), communication, contracting, human resources, information technology, public relations, project management, outreach, performance standards, strategic planning, telecommunications, records management, use of resources to achieve outcomes and expectations;
- Modern technology applicable to the delivery of library services;

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- Principles and practices of collection management, including evaluation, selection, acquisitions, and de-selection in relation to community needs; and
- Effective reference methods and procedures to meet the needs of major library populations.

Ability to:

- Provide the leadership and management of the department through coaching, enabling and facilitating employees working in a team environment while treating staff impartially and with respect;
- Articulate a clear vision and purpose for the organization;
- Effectively articulate issues related to the principles of Intellectual Freedom, patron privacy, and universal access;
- Select, recruit, retain, develop and motivate a skilled and talented workforce where everyone knows their mission, role, job;
- Set goals and objectives that are clear in order to create an organization that delivers excellent customer service through ethical leadership standards and establishes an atmosphere of respect for employees consistent with the City's Code of Ethics and Values;
- Direct and implement department level public library policies and procedures;
- Manage an operating and capital budget in a fiscally responsible manner;
- Build collaborative and constructive relationships by promoting effective partnerships with department peers, library patrons and employees, including being able to be a good listener and proactively address concerns;
- Represent and speak for the department and its work, e.g., presenting, explaining, promoting, defining, and negotiating to those within and outside the department by making clear and convincing oral presentations to individuals and groups, by listening effectively and clarifying information and by facilitating an open exchange of ideas;
- Work effectively with peers in the library field at the local, state and national levels of government;
- Communicate clearly, both orally and in writing; prepare correspondence, narratives, justifications, and detailed analytical and statistical reports; and
- Use independent and sound judgment to plan, prioritize, organize, administer, direct and, evaluate the work and activities of the department..

SUPERVISION RECEIVED

Works under the administrative direction of the City Manager or designee.

SUPERVISION EXERCISED

Manages Library Division Managers, administrative division personnel, and is responsible for the performance of all other professional, administrative support, paraprofessional, technical, and volunteer personnel in the Library Department.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager's Directive 100.

CLASSIFICATION HISTORY

Created 01/2006; Rev. 05/2020