

## TOWN OF SAN ANSELMO

### TOWN LIBRARIAN

#### DEFINITION

To plan, organize, manage and direct the library's resources, services, and programs; apprise the Library Advisory Board, Town Administrator, and Town Council on current and long-range activities and concerns; recommend policy changes and implement procedures; and to provide highly responsible professional and technical staff assistance to the public.

#### SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Town Administrator, and policy direction from the Town Council.

Supervises professional, para-professional, technical, and clerical staff and volunteers.

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

Develop, organize, and direct the operations and activities of the library, involving personnel, resources, equipment, services, and programs.

Direct the development and implementation of goals, objectives, policies, and procedures, including book selection and acquisition policies and standards.

Prepare annual proposed budget and work plan; oversee their implementation; maintain expenditures within authorization.

Direct the development, implementation, and promotion of services, technology, materials, and facilities for the library to meet community needs and library goals .

Develop and implement departmental policies and procedures, for the efficient and effective operation of the library.

Direct the selection, acquisition, processing, cataloguing, circulation, and maintenance of all library materials; review collection for replacement, repair, and discard; confer with sales representatives and vendors.

Purchase services, supplies, and equipment needed for the operation of the library, within budget authorization.

Select, train, supervise, and evaluate library personnel.

Schedule staff and volunteer work assignments.

Serve as liaison between the library and other Town departments, other libraries, and other agencies.

Prepare routine and special reports of library activities for the Library Advisory Board, Town Administrator, Town Council, and State Library.

Coordinate programs with the Friends of the Library.

Develop and coordinate public service programs and information.

Supervise physical plant, and make recommendations for building maintenance and replacement items.

Assist in circulation of books and readers' advisory services, including preparation of bibliographies.

Direct and provide informational and reference services; staff reference desk, as needed.

Attend meetings of the Library Advisory Board, Friends of the Library, and regional library service organizations; attend Town Council, staff, and other meetings, as assigned.

Coordinate library system activities with other Town departments and outside agencies, such as the North Bay Cooperative Library System, MarinNet, and the libraries of Marin County.

Establish and maintain effective working relationships with those contacted in the course of work.

Other duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Current public library principles, management practices, materials, services, and technology.

Public library financial practices, budgeting, and funding and grant sources.

Principles and practices of supervision, training, and performance evaluation.

Local, State, and Federal laws applying to public libraries.

Modern information management and computer technology systems, and its current and potential uses in libraries.

Ability to:

Plan, organize, direct, and control library administration and operations.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; and explain and interpret policy.

On a continuous basis, sit at a desk and at meetings for long periods of time. Intermittently bend, reach, twist, kneel or squat while shelving books, opening boxes, or moving equipment; twist and reach office equipment; perform simple grasping and fine manipulation; use telephone, and communicate through written means or keyboard; lift or carry weight of up to 50 pounds.

Coordinate, direct, supervise, and evaluate the work of assigned staff, including professional librarians, para-professionals, technical, and clerical staff, and volunteers.

Ascertain library needs of the community, and develop collection, service, and program policies to meet those needs; develop and carry out a broad range of programming for adults and children.

Establish and maintain effective working relationships with elected and appointed officials, other employees, colleagues in other organizations, and the public.

Meet department objectives; schedule and program work on a long-term basis.

Communicate clearly and concisely, both orally and in writing.

Prepare and administer library budget; maintain expenditures within budget authorization.

Identify creative methods for meeting community library service needs and promoting library programs and services.

Analyze problems, identifying alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Perform technical duties related to public and technical services.

Gain cooperation through discussion and persuasion.

Demonstrate tact and diplomacy with the public.

Interpret and apply Town policies, procedures, rules and regulations.

Education and training

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

Experience:

Four years of increasingly responsible experience in professional library work in a public library, including at least one year of administrative and supervisory experience.

Training:

A Masters degree in Library Science or Information Science, from a graduate degree program accredited by the American Library Association.

License or Certificate

May need to possess a valid California driver's license as required by the position.

Date: 1-13-97

Approved: Beth Pollard