



CITY OF MESQUITE

JOB DESCRIPTION

JOB TITLE: Director of Library Services

JOB NO: EX008221

JOB FAMILY: Executive

FLSA: Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To direct, plan, manage, and review the activities and operations of the Library Department including Library Technical Services, the Main Library and the North Branch Library; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION

General supervision is provided by the Managing Director of Administrative Services. Responsible for direct supervision of Executive Secretary, two Library Services Supervisors, and Manager of Branch Library Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in chapter 8 of the General Government Policies and Procedures Manual.
2. Develop, plan and implement goals and objectives for the Library Department; recommend and administer policies and procedures.
3. Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
4. Supervise and participate in the development and administration of the Library Department budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement midyear adjustments.
5. Coordinate Library Department activities with those of other departments and outside agencies and organizations; provide highly responsible staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.
6. Select, train, motivate and evaluate personnel; provide or coordinate staff training; evaluate employee performance; work with employees to correct deficiencies; implement disciplinary procedures.
7. Direct the preparation of agenda items for the City Council, and various committees and boards involved in library activities; present agenda items to the Council as needed.
8. Develop and review staff reports related to capital improvements and library services matters; present reports to the Library Board and the City Council.
9. Provide long range planning for City capital improvement projects.
10. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

11. Provide timely, accurate and thorough Performance Reviews for supervised employees.
12. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

Any combination of the following education and experience is qualifying:

Education

Master of Library Science degree from an American Library Association accredited college or university.

Experience

Five years municipal experience managing or supervising a significant public library division.

Licenses and Certificates

Possession of a valid Class C Texas driver's license.

COMPETENCIES

A supervisor's performance will be evaluated based on five employee competencies and five supervisor competencies.

The five employee competencies are . . .

- 1) Job knowledge; 2) Teamwork; 3) Customer Services; 4) Flexibility; 5) Work Ethic.

The five supervisor competencies are . . .

- 1) Leadership & Results Orientation; 2) Coaching, Mentoring and Developing Employees;
- 3) Communications and Maintaining an Open Mind; 4) Vision & Innovation; and 5) Empathy

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of :

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern principles and practices of library program administration.

Principles and practices of organization, administration, and personnel management.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent federal, state and local laws, codes and regulations, particularly those applicable library services.

Current social, political and economic trends and operating problems regarding library services.

Principles and practices of project management.

Skill in:

Researching, analyzing and evaluating new service delivery methods, procedures and techniques.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.

Effectively administering a variety of public library activities.

Preparing clear and concise administrative and financial reports.

Ability to:

Direct the operations of a modern library department.

Interpret and apply pertinent federal, state and local laws, codes and regulations.

Manage, direct and coordinate the work of professional, technical and clerical personnel.

Select, supervise, train and evaluate staff.

Provide administrative and professional leadership and direction for the Library Department.

Recommend and implement goals, objectives, and practices for providing effective and efficient public services.

Prepare and administer budgets.

Communicate clearly and concisely, both orally and in writing.

Operate a motor vehicle.

Establish and maintain cooperative working relationships with those contacted in the course of work including City and other governmental officials, community groups, and the general public.

Pass a medical physical examination and drug test.

Meet the City's driving standard.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception need for:

- *making observations*
- *reading and writing*
- *communicating with others*
- *operating assigned equipment*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following:

- *sitting for extended periods of time*
- *bending, stooping and twisting frequently.*

Director of Human Resources

Date

Assistant City Manager

Date

DATE ISSUED: October 2002

REVISION DATE: