

COUNTY LIBRARIAN

DEFINITION

Under administrative direction, to plan, organize, manage, direct, and supervise the activities, programs, and services of the County Public Library, including fiscal management, personnel management, program planning and evaluation, and public relations; to represent library activities, programs, and services with the public; to represent the County Library System with the public, boards, and other government agencies; to perform professional library services; to perform special assignments as directed; to provide administrative support for the Board of Supervisors and the County Administrative Officer; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position class for the position which oversees and directs the functions and activities of the County Library System. Responsibilities include directing, coordinating, and supervising the work of staff, preparing and administering the budget, and performing a broad range of professional library work.

REPORTS TO

Board of Supervisors through the County Administrative Officer

CLASSIFICATIONS DIRECTLY SUPERVISED

Librarian, Branch Library Assistant, Fiscal and Technical Assistant I & II, Library Technician, and Library Literacy Program Coordinator

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EXAMPLES OF DUTIES

- Plans, organizes, directs, coordinates, and administers a program of Library services for the County; develops and recommends Department goals, objectives and policies.
- Prepares and administers the Department budgets recommended by the County Administrative Officer and approved by the Board of Supervisors.
- Controls fiscal expenditures and revenues.
- Hires, supervises, evaluates, and insures proper training of Department staff in accordance with County Personnel Rules.
- Directs and reviews grant preparation, grant management, compliance, with reporting requirements, and fiscal management of grants.
- Counsels staff as warranted.
- Performs Library program planning and evaluation.
- Directs the gathering of information and the preparation of reports.
- Plans and develops new library services.
- Represents the Library with the community, other County staff, North State Cooperative Library System, and other organizations.
- Serves as the Library advocate.
- Deals with the most sensitive public complaint issues.
- Establishes guidelines and directs the selection and maintenance of the Library collection.
- Performs a wide range of professional Library services.
- Develops workshops.
- Coordinates Library functions with other libraries.
- Performs a wide range of administrative and management responsibilities.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in a library and office environment; contact with staff and the public.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of library management and administration.
- Professional library principles, practices, and methods.
- Library cataloging and classification systems.
- County Library policies, rules, and regulations.
- Development of library programs and media collections for patrons.
- Library reference materials, sources, and techniques.
- Reader interest levels in books and authors.
- Public and community relations.
- Principles of budget development and administration.
- Public personnel methods and principles.
- Grant development and administration.
- Computer applications for library services.
- Principles of program development, management, supervision, and training.

Ability to:

- Plan, organize, manage, and supervise the functions and services of the Plumas County system.
- Provide supervision, training, and evaluation for Library staff.
- Catalog and classify library material.
- Assist with difficult reference problems.
- Provide patron assistance.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Use a personal computer and appropriate software in professional library work.
- Effectively represent the County Library in answering questions, responding to inquiries, providing assistance, and dealing with requests from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.

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

Broad and extensive experience in professional work, including at least two (2) years of experience in a management or supervisory capacity.

Possession of Masters of Library Science (MLS) degree from an American Library Association accredited library school, preferably with additional study library, business, and/or public administration.

Special Requirement: Possession of a valid California Driver's License issued by the Department of Motor Vehicles.