



**DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS
CITY OF STAUNTON
POSITION DESCRIPTION**

JOB TITLE: Library Director	DEPARTMENT: Staunton Public Library
IMMEDIATE SUPERVISOR: City Manager/Deputy City Manager	GRADE/RANK: 21
	FLSA/ESSENTIAL STATUS: Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs complex professional and routine administrative work in directing the City's public library services, functions, and overall system.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Plans, organizes, directs and coordinates library activities;
- Supervises preparation and execution of department budget and maintenance of library accounts, records, payrolls and bill payments, subject to central finance requirements;
- Performs collection development duties including selection and weeding;
- Develops and enforces library policies and procedures in consultation with Advisory Board;
- Directs maintenance of statistical records on library activities, in accordance with State Library Board policies;
- Stimulates and guides public relations activities and staff planning for service programs of the library;
- Assigns, schedules, and reviews work of subordinates;
- Attends meetings, conferences, workshops and seminars;
- Meets with civic, community, and other interested groups to explain library services;

- Represents the Library at outreach events, community meetings, and with the media;
- Maintains a program of long-range planning for the library;
- Directs recruitment and selection of professional and paraprofessional employees, conducts staff meetings, and confers with individual staff members;
- Works closely with the Friends of the Library, and the Foundation;
- Serves as an ex officio board member for the Talking Book Center;
- Staffs the Reference Desk and provides professional, accurate reference service to members of the public;
- Facilitates cooperative efforts for the Valley Libraries Connection consortium and;
- Performs other related duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Must have comprehensive knowledge of professional library principles, methods, practices and technologies and methods of management in relation to the operation of public libraries. Knowledge of community needs and interest in relation to library services as well as knowledge of new developments in the library science profession. Must have a knowledge of professional library literature and a knowledge of computers, social media, the internet, and software integrated library systems software, Microsoft Office and similar software programs, and database management. Must be knowledgeable in standard library automated system modules and have the ability to establish and maintain effective working relationships with community leaders, public officials, professional groups and the general public. Must have the ability to analyze library needs and to evaluate library services as well as the ability to develop and lead a professional staff. Must have the ability to represent and advocate for the library system at the City at local, regional and state professional library meetings and conferences and on professional panels. Must also possess the ability to speak and write effectively.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Completion of a master's program in library and/or information science from an ALA accredited library school and five years of progressively responsible public library experience, with at least 3 years in a managerial/supervisory capacity. Must be certified, or eligible for certification, as a professional librarian by the Commonwealth of Virginia.

SPECIAL REQUIREMENTS:

Position must be able to work some evenings and weekends to cover events, meetings and activities of the library.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is primarily sedentary work requiring the exertion of negligible amount of force constantly to move objects, up to 10 pounds of force frequently, and up to 20 pounds of force occasionally. Work requires stooping, reaching, fingering, grasping and repetitive motions; word processing and data entry requires the ability to perform repetitive tasks involving fine motor skills; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed and/or important instructions to others accurately; hearing is required to receive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surrounds and activities; the worker is not subject to adverse environmental conditions.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Supervision is exercised over all department personnel, including 7 full-time employees and 25-30 part-time employees.

EXAMPLES OF EXPECTED DECISION MAKING:

Position is responsible for making decisions concerning allocation of the library budget; handling difficult patron situations; and leading, developing and counseling library staff.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Library Director will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: City Manager and Chief Human Resources Officer

Revised Date: 2019