

# CITY OF REDWOOD CITY LIBRARY DIRECTOR

## **DEFINITION**

To plan, organize, coordinate, and direct the operations and activities of the City Library; and to provide highly responsible professional and technical staff assistance.

## **SUPERVISION RECEIVED AND EXERCISED**

Administrative direction is provided by the Board of Library Trustees. Indirect supervision may be provided by the City Manger.

Responsibilities include direct and indirect supervision of professional, technical and clerical staff.

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

Plan, organize, coordinate, and direct the operations and activities of the City Library.

Direct and participate in the development and implementation of goals, objectives, policies, and procedures including book selection and acquisition policies and standards; carry out policy of the Board of Library Trustees,

Develop programs of service to meet community needs including plans for efficient and economical use of labor, buildings, equipment and materials.

Attend meetings of and prepare reports for the Board of Library Trustees and provide technical and professional advice and recommendations related to levels of service and other library-related matters.

Supervise and participate in the preparation and administration of the department budget, maintaining appropriate budgetary controls; direct the preparation of library activity reports.

Represent the City and Library in the community and at professional meetings as required.

Coordinate library system activities with other City departments and outside agencies such as the Peninsula Library System.

Maintain departmental awareness of state-of-the-art developments in management and the fields of specialty.

Perform related duties as assigned.

**CITY OF REDWOOD CITY  
LIBRARY DIRECTOR (*Continued*)**

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**QUALIFICATIONS**

**Knowledge of:**

Modern library organization, objectives, services and their application.

Principles, laws, policies, methods, and practices of public library administration.

Library classification, circulation, distributing, cataloging, and reference techniques and practices.

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

**Ability to:**

Plan, organize, direct, and coordinate the activities of a library system.

Delegate authority and responsibility; schedule and program work on a long-term basis.

Select, supervise, train and evaluate subordinates.

Meet appropriate physical demands necessary for adequate job performance.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Five years of increasingly responsible experience in professional public library administration.

**Education:**

Possession of a Master of Library Science degree from an accredited college or university.

**License or Certificate:**

Possession of a valid California Driver's license.

**Effective Date:** November, 1984

**Bargaining Group:** Executive Management