

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Director of Library Services	Job Code: 3009
Date: October 30, 2017	EEOC Code: EX
FLSA Designation: Exempt	Civil Service Status: Not Covered

DEFINITION: This is administrative and supervisory work as Director of City Library Services.

CLASSIFICATION STANDARDS: The single position assigned to this classification is responsible to the Chief Deputy-Mayor's Office and the Library Board, and acts under their administrative direction.

ESSENTIAL DUTIES: Oversee and direct all activities, programs, personnel, and strategies of the City Library; provide library services within the policy limits of the Library Board and in cooperation with other lending services, both public and private; oversee selection of library acquisitions; establish and maintain a sound, efficient library organizational structure; initiate and maintain a positive relationship with City officials, community leaders and groups, the Utah State Library, professional organizations, and other libraries and governmental officials, as appropriate to library operations.

Take responsibility for the effective performance of the library in conformance with budgets, plans, and policies; provide library services that meet the needs of users in the several library service areas; analyze daily department operations and activities to identify and resolve inefficiencies and administrative and operational concerns; ensure safety programs are developed, implemented, and followed for all department divisions; ensure assigned personnel meet goals and deadlines; hold regular staff and coordination meetings to ensure objectives are met; develop, implement, and review department policies, procedures, and standards; prepare and submit a timely department budget and monitor and approve purchase orders and expenditures; prepare and submit various reports as needed; maintain all library records; promote and communicate services to interested groups and individuals.

Supervise, plan, and coordinate the work of assigned personnel; ensure work is completed accurately, efficiently, and within deadlines; identify, evaluate, and resolve personnel issues; conduct performance evaluations and enact discipline or rewards as needed; make staffing decisions, including hiring, firing, and training; maintain and review all work records, reports, documentation, and work specifications; conduct complex research on a variety of ad-hoc assignments; represent the department and the City on various committees, boards, regulatory bodies, or commissions; coordinate with multiple agencies, City officials, and other government management personnel; assist professional subordinates on more difficult projects; mediate misunderstandings between staff and public; assist other staff members as needed and perform other related work as assigned by the Chief Deputy and/or Library Board.

MINIMUM REQUIREMENTS: Master's degree in Library Science and eight (8) years of progressively responsible experience, three (3) years of which must have been in an administrative or supervisory capacity.

License(s)/Certification(s): A valid, lawful Driver's License is required.

SELECTION FACTORS: *Knowledge of:* principles and practices of library administration and operational techniques; computerized library operations and related technical developments; related laws, codes, rules, and regulations governing functions of the position; policies and procedures established for Provo City, the library, and related services; the operations, functions, and terminology common to the work; basic English composition, spelling, and grammar. *Skill in:* practicing trust-building behaviors. *Ability to:* research trends, technologies and potential impacts of future developments on public library services; assess the needs and desires of the public related to library services; deal with groups and individuals; prepare and submit department budget; effectively supervise and direct the work of subordinates; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively, both orally and in writing; develop and maintain effective working relationships with the public, coworkers, and superiors; quickly and accurately perform work; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

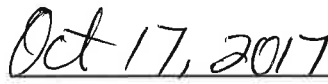
TOOLS AND EQUIPMENT USED: Telephone, calculator, computer, and other office equipment.

PHYSICAL DEMANDS: Sitting at a computer or desk for extended periods; traveling to events and meetings; lifting light-to-heavy objects; working extended hours as needed; participating in other varied physical activities associated with performing the essential duties of the job.

ENVIRONMENTAL FACTORS: Work is primarily inside with few potential environmental hazards. This position may include exposure to high-stress situations or environments, including contact with the public in confrontational or uncomfortable circumstances.



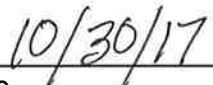
 Department Director



 Date



 Mayor/Chief Administrative Officer



 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.