



## CITY LIBRARIAN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION**

Under direction of the City Manager and Library Board of Trustees, plans, organizes and directs the activities, services, and programs of the City's libraries; coordinates activities with City departments, the Peninsula Library System, the State Library, and other public libraries; provides highly responsible and complex public library administrative leadership. This is an executive level position which requires exercising good judgment, excellent management skills, and personally performing professional librarian activities in accordance with accepted public administration and public library administration standards.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Oversees the staff who plans, organizes, directs, and coordinates the City's library programs
- Coordinates and plans for new and emerging technologies in library services
- Reviews and evaluates the effectiveness of library services
- Prepares and administers the library budget; monitors monthly expenditures, making adjustments as necessary
- Provides leadership for the library's management team
- Serves as staff to the Library Board of Trustees
- Serves as staff to the Burlingame Library Foundation Board
- Keeps informed of trends in library administration and practices
- Oversees the selection and acquisition of print, media, and digital materials and technologies
- Selects, trains, evaluates library management staff
- Prepares and submits technical and special reports to the City Manager, Library Board, Library Foundation as needed
- Plays a major role in library public relations; promotes library programs and services; works with community organizations; oversees library webpage
- Oversees the management of the Library facilities
- Performs related duties and responsibilities as assigned

### **QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience**

Possession of a Master's Degree in Library Science from an ALA (American Library Association) accredited graduate degree program.

Five years of progressively responsible management experience, preferably related to library management in a medium sized public library; including two years of management experience.

**License/Certificate**

Possession of a valid California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS** *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

**Knowledge of**

Contemporary library organization, policy, objectives, services, and information technology; business management of a library; pertinent local, state and federal laws, rules and regulations; principles and practices of personnel management; principles and practices of municipal budget preparation and administration; principles of supervision, training, human resources and performance evaluation.

**Ability to**

Plan, organize and direct the services and administration of the Library; develop and maintain effective Library policies and services; be sensitive to and respect all segments of the community; demonstrate tact and diplomacy with the public; analyze problems, identify alternative solutions and take action in support of goals; interpret and apply City policies and procedures; communicate clearly and concisely both verbally and in writing; enthusiastically promote community interest in library services; effectively supervise staff; interact positively with library staff and co-workers, respond politely to customers, work as a team member, function under demanding time pressure.

D801  
CITY LIBRARIAN  
DEPARTMENT HEAD  
EXEMPT  
REVISED: OCTOBER 2009  
JANUARY 2015