



COLORADO • SINCE 1882

TITLE: **DIRECTOR OF LIBRARY & MUSEUM SERVICES**
(Updated 09-2011)

JOB SUMMARY:

This is a Department Director level position reporting directly to the City Manager. The Director of Library Services has the principal responsibility of planning, coordinating and leading overall operations at the Louisville Public Library. This includes oversight of the library's full-service programs, services and collections. The Director develops the vision and implements the goals for the library's public services in accordance with City goals. The work involves the exercise of considerable judgment, latitude, and independence in decision making within policies and guidelines. Work performed is reviewed by the City Manager through conferences, reports, observation, and achievements of desired results

ESSENTIAL JOB DUTIES:

- Plans, coordinates and directs the programs, activities and systems of the City's Library and Museum, and develops and implements operational policies and procedures.
- Reviews administrative procedures and controls used in operations.
- Proposes and implements improvements needed to improve operations.
- Develops long-range strategic plans and annual work plans and oversees their implementation in conjunction with the City Council, City Manager, Library Board of Trustees, Historical Commission, and Library/Museum staff.
- Develops programs and services to meet community needs and plan for efficient and economical use of staff, facilities, equipment and materials.
- Provides a viable mix of library/museum services for residents of all ages and diversified needs.
- Oversees collection development goals and activities, determines priorities, and approves material selection and de-selection activities.
- Serves as staff liaison to the Library Board, prepares agendas, attends meetings, and seeks the Board's input and recommendations related to Library services and related matters.
- Responds to and resolves complex citizen inquiries and complaints.
- Develops departmental budget requests and administers approved budget.
- Maintains appropriate budgetary controls and directs the preparation of required financial and activity reports.
- Represents the City Library and Museum in the community and at professional

meetings as required.

- Coordinates library and museum activities with other City departments and outside agencies.
- Coordinates development activities and program opportunities with the Louisville Public Library Foundation and Historical Commission. Supports strategies and efforts to augment the Library's collections and programs.
- Recruits, selects, develops, supervises, and evaluates the performance of professional, technical, and administrative employees.
- Assigns work priorities and monitors progress.
- Promotes and sustains a work environment that reflects the City of Louisville organizational values and standards of customer service and teamwork.
- Prepares and presents information on work programs, projects, and other matters to the City Manager, City Council, Library Board of Trustees, Historical Commission, other boards and commissions, and agencies.
- Participates in community collaborations that promote lifelong learning and other beneficial goals.
- Guides the Library and Museum in meeting its vision, mission and strategic goals.
- Monitors facility maintenance and custodial services, address safety concerns, and plans for preventive maintenance.
- Coordinates building repairs and maintenance activities with Public Works staff.
- Maintains effective working relationships with supervisors, co-workers, and the public.
- Collaborates with Library/Museum and City staff to provide shared services and programs.
- Participates in resource sharing projects, including the state-wide Prospector system, and develops cooperative relationships and partnerships with other libraries throughout the State of Colorado.
- Works with other library directors from the Flatirons Library Consortium to develop future goals and ensure that current services are provided efficiently and effectively.
- Provides leadership in the work of professional library associations.

OTHER DUTIES AND RESPONSIBILITIES:

- Attends City Council regular meetings and study session meetings as necessary
- Oversees staff which serve as liaisons to the Youth Advisory Board.
- Performs other related duties as required and assigned.

EDUCATION, TRAINING, AND EXPERIENCE:

Completion of a Master's degree program at an American Library Association accredited college or university, with major course work in Library Science; and a minimum of seven years' increasingly responsible experience in professional public library service, including five years' supervisory and management experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of principles and “best practices” of public library administration
- Ability to exercise considerable initiative and judgment, and make rational decisions
- Ability to communicate effectively, both orally and in writing
- Knowledge of personnel management, budget development and analysis, and project management principles and practices
- Knowledge of automated library systems and technologies
- Skill in the use of computers and various application programs
- Ability to maintain effective working relationships with City employees, elected officials, and the public
- Skill in dealing with the public, news media, and citizen groups
- Ability to plan, assign, coordinate, direct, and evaluate the work of subordinates
- Skill in managing employer/employee relations
- Ability to retain and respect the privacy of individual library users

SPECIAL LICENSE, REGISTRATION, OR CERTIFICATE REQUIRED:

None

PHYSICAL REQUIREMENTS OF THE JOB:

While performing the duties of this job, the employee is regularly required to read, speak and hear. The employee frequently is required to sit and use hands, fingers, handle, or feel objects, tools, or controls. The employee is frequently required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

Work is primarily performed in a standard office and library environment although the employee is required to travel to other library sites. The work requires sitting for extended periods. The work requires visual and physical capabilities to work on computers and associated equipment for prolonged periods of time. Lifting, carrying, pulling, pushing, bending/stooping, and driving may be required. Work requires frequent interaction and communication with employees, customers, and the public. The noise level in the work environment is usually low to moderate.

OTHER NECESSARY REQUIREMENTS:

Successful candidates may be required to complete a pre-placement physical and substance screen prior to employment. A background investigation will be performed on qualified candidates.

WORKERS' COMPENSATION CLASSIFICATION: 8810

FLSA STATUS: Exempt

EQUAL OPPORTUNITY EMPLOYER:

The City of Louisville offers Equal Opportunity for employment and advancement to all qualified applicants and employees. It is the city's policy not to discriminate on the basis of race, religion, creed, sex, age, national origin, ancestry or disability unless related to a bona fide occupation qualification. This policy applies to all aspects of employment and the provision of the municipal services. The Human Resources Manager has been designated as the compliance coordinator for persons with disability seeking employment and will provide reasonable accommodations for testing and employment to qualified applicants.