

Position Code: 5150	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide management and leadership within the entire library system. The class is responsible for strategic planning and goal setting, monitoring and maintaining budget and available resources, overseeing all library operations, maintaining library facilities, and promoting the libraries within the community. The class researches and formulates long range goals for the organization; develops policy and position papers and negotiates with chief administrative officer and/or elected officials.

TYPICAL TASKS

- Develops and updates the strategic plans to ensure consistency with the City Council’s goals and objectives.
- Works with the City Manager or designee to plan and implement the strategic plan.
- Responsible for the preparation, fiscal management, and oversight of the operating and capital library budgets.
- Ensures decision making, customer service, and leadership styles are executed in a professional, responsible, decisive, and accountable manner.
- Develops and communicates staff improvement plans as well as any City related information in a timely and accurate manner.
- Develops and maintains good working relationships with citizens, City Departments, local, state and federal officials including other library professionals.
- Coordinates with other departments on library and other City related projects.
- Researches, reviews, and implements all local, state, and national policies which impact the functions of the library and the City; develops and implements internal policies relating to information services, automation, collection, and general library functions.
- Responds orally or in writing to comments, inquiries, or complaints from the patrons, staff, Council, and the community at large in a timely and professional manner.
- Monitors library facilities for improvements and maintenance.
- Develops and performs community outreach and promotes library programming.
- Performs related tasks as necessary such as working with volunteers to extend and enhance services of the library to include the Library Board, Library Foundation, and Friends of the Library
- Accountable for meeting the goals and obtaining the Law Library function.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Develops new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.
Interpersonal/People Involvement	Directs others through negotiation and exchange of ideas, information, and opinions to formulate policy and programs to arrive at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and administrative, professional, or other practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements; may use algebraic solutions of equations and inequalities and descriptive statistics.

Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
Mental Requirements	Uses advanced analytical and theoretical methods in the analysis or interpretation of abstract work of a professional, fiscal, or managerial nature and formulates new techniques or recommendations, or makes decisions which impact both the organization and the discipline.
Decisions/Supervisory Control	Makes decisions as the entire focus of the job, affecting entire organization and surrounding population; develops long range goals, plans and methodologies.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires an ALA accredited master's degree in library science.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of ten years of related, full-time equivalent experience as a professional librarian, eight of which were in a managerial position.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards, Virginia Public Librarian Certification

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.