

<b>Job Class Code: 5095</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to provide management for all aspects of the library operations including staff supervision and program development in assigned area. The class is responsible for scheduling work assignments, supervising subordinate staff, evaluating the various aspects of the library system, implementing programs for improvement, and promoting the library. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences. **SPECIAL REQUIREMENT(S):** Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

**TYPICAL TASKS**

- Manages all aspects of the library operations in the Central Library.
- Participates in decision making process for the library system goals and objectives.
- Hires, trains, assigns, supervises, and evaluates subordinate staff.
- Plans, implements, and assigns budget allocations.
- Prepares and maintains various reports and records.
- Evaluates the collection and makes decisions on selecting and de-selecting materials.
- Promotes the library through public relations outreach.
- Implements adult and children’s programming.
- Resolves patron and staff complaints, problems, and conflicts.
- Monitors library building and grounds to ensure safety.
- Attends or conducts staff meetings to exchange information; attends in-service training and professional classes, seminars, or conferences to improve professional skills.
- Performs related tasks as necessary such as overseeing the library system in the absence of the Director and Assistant Director.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; recommends changes to policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
<b>Interpersonal/People Involvement</b>	Negotiates and exchanges ideas, information, and opinions with others to formulate recommended policy and programs or arrive jointly at decisions, conclusions, or solutions.
<b>Reasoning Requirements</b>	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
<b>Mathematical Requirements</b>	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.
<b>Language Requirements</b>	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
<b>Mental Requirements</b>	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies extensive understanding of operating policies and procedures to solve complex problems; coordinates professional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
<b>Decisions/Supervisory Control</b>	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, patrons, and others in the general public.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires an American Library Association accredited master's degree in library science.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of five years of related, full-time equivalent professional librarian experience—three of which were in a managerial position with direct supervisory experience. Public library experience preferred but other library experience considered.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record in compliance with City Driving Standards. Virginia Public Librarian Certificate required within three months of employment.

**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.*