

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: LIBRARY AND CULTURAL ARTS DIRECTOR

DEPARTMENT: LIBRARY AND CULTURAL ARTS

BASIC FUNCTION:

Under policy direction, to plan, direct, supervise, and coordinate Library and Cultural Arts programs; to perform professional library work; and to perform related responsibilities as required.

KEY RESPONSIBILITIES:

Plan, organize, and direct the city's library service program.

Develop and recommend department policies and procedures and direct their implementation.

Formulate departmental rules, procedures and policies, and see that they are carried out.

Ensures the quality of the library collection.

Manage employees through other supervisors; set goals and objectives; select train, motivate staff; assess performance and make salary recommendations.

Prepare reports for the City Manager, City Council, Library Board of Trustees, and others.

Respond to the most difficult citizen complaints and requests for information.

Represent the City Library and Cultural Arts Department in the community and at professional meetings as required.

Provide a variety of technical and professional staff assistance to the city's Library Board of Trustees; serve as liaison to the Friends of the Library.

Direct the preparation and administration of the recommended departmental work program and annual budget.

Coordinate library related activities with city departments and divisions, and with outside agencies.

May serve as the Acting Assistant City Manager as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Principles and practices of organization, administration, budgeting, and human resource management.
- Modern library organization, objectives, services, and their application to the City Library and Cultural Arts program.
- Books, sources, bibliographies, reference materials, cataloging and circulation procedures.
- Applicable federal, state, local and governmental agency legal requirements affecting library administration.
- Strategic management techniques and methodology.
- Research methods and techniques and methods of report presentation.

Ability to:

- Plan, direct and coordinate the services of a city library and cultural arts division.
- Provide administrative and professional leadership for the department.
- Establish and maintain effective library policies and procedures.
- Promote community interest and enthusiasm in library and cultural arts services.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Communicate clearly and concisely, orally and in writing.
- Supervise, train and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Work well under pressure to meet deadlines.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Master of Library Science degree from an American Library Association accredited library school, and five years of increasingly responsible professional and administrative library experience, preferably including three years of experience in supervisory capacity.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical

concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employees may be required to travel to work sites or other sites for meetings.

This is an at-will management classification.

DATE APPROVED: June 22, 2010