



**DIRECTOR, LIBRARY AND CULTURAL SERVICES**

**FLSA: EXEMPT**

Grade: 41 \$100,907.69 - \$161,452.28

**GENERAL DEFINITION**

Position provides administration, direction, and management of the City's library services program, manages public outreach for major citywide bond and grant initiatives, and supervises the citywide volunteer program.

Position is responsible for the planning, development, implementation, and administration of a comprehensive municipal library operation that provides patron services consistent with trends and developments in the field of Library Science. Work includes researching and evaluating trends and developments in Library Science areas of responsibility. Position ensures library services and program planning and development are in concert with the City Administration directives and the City's vision and mission for the future service to the community.

Responsibilities also include managing public outreach, communication and education efforts on matters determined by the City Manager to require specialized and intensive understanding on the part of residents and civic leaders, including bonds, grants or other City programs of significance and supervising staff in developing and coordinating comprehensive community involvement programs and activities, including recruiting and training volunteers for City Departments.

This is a position in the non-classified service that serves under the City Manager. Work is performed independently under the general supervision of the Assistant City Manager or City Manager. The individual in this position makes significant decisions in accordance with the City policies, procedures, law or regulatory requirements and makes major policy recommendations with organization-wide impact to the City Manager and/or Assistant City Manager.

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**ESSENTIAL JOB DUTIES**

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are listed in no order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, performance evaluations.
- Manages the preparation, analysis, implementation, and administration of the department's annual operating budget(s); ensures adherence to and compliance with established budgetary parameters.
- Researches and identifies trends and developments in the field of library science with respect to the needs of the community.
- Establishes short and long-term goals and objectives for the department in concert with the City's mission, vision, and strategic initiatives.
- Establishes policies and procedures for the efficient management of the City's library function, services and facilities.
- Performs public relations activities in representing the department and presenting information to citizens, businesses, advisory boards, and related entities.
- Receives and responds to citizen inquiries and requests for enhanced library services and library programming; develops new/modified programs according to anticipated population growth, changing demographics and future interests of the community.
- Evaluates the efficiency and effectiveness of library services and programs through community feedback, budget performance, resource allocation, and statistical measures.

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- Researches and identifies grant opportunities for projects and programs administered by the department; administers grant funds in accordance with regulatory standards and reporting and documentation requirements.
- Directs the activities of supervisory staff engaged in the development and delivery of library services and library programming, including the Library Manager.
- Maintains current knowledge of trends and developments in library science and library.
- Manages public outreach efforts for major City initiatives, including bonds, grants or city programs as directed by the City Manager or her staff.
- Coordinates informational and educational efforts for major City initiatives to include promotional materials, public meetings, online and social media outreach.
- Supervises staff in developing, coordinating, and implements various programs for effective volunteer services and opportunities.
- Supervises staff in Identifying and recruiting volunteers for various City operations, functions, and special events.
- Collaborates with City staff to determine volunteer staffing needs and coordinates volunteer services and activities.
- Develops policies, procedures, and priorities to meet established goals.

### **KNOWLEDGE, SKILLS, & ABILITIES**

- Comprehensive knowledge of the principle and practices applied to the organization, management, and administration of municipal library services and library programming.
- Comprehensive knowledge of the objectives and ideals of public library services, including a thorough understanding of activities applicable to a demographically and culturally diverse community.

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- Substantial knowledge of the principles and practices of library services management, facilities management, library programming, and budget administration.
- Comprehensive knowledge of the principles and practices of effective volunteer program development, supervision, and management.
- Substantial knowledge of the principles and practices of public outreach and communication, including organizing and conducting public meetings, creation of written promotional materials, and the effective use of social media and the internet.
- Substantial knowledge of the body of available and current information resources applicable to the department's functions for technical research purposes and for special projects as may be assigned by City Administration.
- Considerable knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.
- Ability to interpret rules, regulations, and policies for effective decision-making in accordance with established precedent.
- Ability to establish and maintain effective working relationships with employees, division and department heads, public-private sector contacts, and City Administration.
- Ability to plan, assign, direct and review the work of others in a manner conducive to full performance and compliance with established policies, procedures and regulatory standards applicable to the work.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Executive-level interpersonal, leadership, planning, and management skills.
- Ability to communicate professionally verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

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**PHYSICAL REQUIREMENTS**

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of lightweight (5 to 15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communication ability.

**MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE**

Master's degree from an accredited institution in Library Science; supplemented by 6 years management experience in library services and library programming, with considerable experience in the administration aspects of the work, e.g., budget development and administration, human resource administration, organization and delegation of responsibilities; or an equivalent combination of education, training, and experience.

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I \_\_\_\_\_ have read and acknowledge receipt of the  
job classification.

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Employee signature

\_\_\_\_\_

Date

\_\_\_\_\_

City Manager

\_\_\_\_\_

Date

Civil Service Rule Sec 2-96