

## COUNTY OF SOLANO

### ADMINISTRATIVE LIBRARIAN

#### DEFINITION

Plans, organizes and manages a major organizational division; participates in the development, implementation and evaluation of administrative policy to enhance departmental operations within the Solano County Library System; serves as a member of the department's administrative team to set direction for the entire library system, and develops programs and budgets.

#### CLASS CHARACTERISTICS

This class is characterized by the responsibility for directing a major organizational division through subordinate managers and supervisors; ensuring effective program planning, automated library systems and quality of operations for library services; participating in administrative and management activities affecting overall Library operations. This classification is distinguished from the Library Branch Manager in that the latter has responsibility for the management of a regional library or a number of small branch libraries. Incumbents can be assigned to administer any of the Library's major divisions and are part of the department's senior administrative team.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Library Director.

Exercises supervision over Branch and Technical Services Managers, Information Systems Coordinator, Supervising Librarians and Librarians.

#### EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Plans, organizes and manages the operation of a major organizational division through subordinate managers and supervisors; ensures coordination and fiscal control in the delivery of direct services or support activities; ensures compliance with state and local rules, regulations and policies; establishes standards for quality service operations.

Confers with subordinates to review and monitor operations, employee performance and other administrative matters; mediates operational and personnel conflicts arising in assigned division; consults with other administrative and senior management staff to resolve conflicts or concerns as needed; works closely with the Human Resources Department concerning matters of recruitment, testing and hiring of new employees.

Acts as liaison with various County officials, community groups; other public agencies and representatives of local businesses to explain departmental functions, policies and procedures; may make presentations before the Board of Supervisors, local government agencies, community groups and professional organizations.

Participates in the development of overall department budget; prepares and justifies division budget requests; monitors divisional operations expenditures; prepares and submits operations effectiveness reports.

Visits service outlets to monitor and insure effective delivery of public services and specialized services; monitors professional and technical development related to library operations, evaluates their impact and recommends improvement;

Writes grant proposals, monitors and ensures program compliance and reports to funding agencies.

Serves as a member of the library's administrative team; works closely with Director in planning operations, developing policy and strategic plans; assists in establishing goals, as well as evaluating and coordinating the activities of a technical or public service division in Library services; may act as department's representative in contact with community groups/organizations.

Plans and conducts studies of administrative and operational activities, including equipment usage, staffing patterns, work flow, space utilization, and training plans; analyzes need for and directs development of new/changes data collection systems; develops reports and recommendations for appropriate action based on an analysis of gathered data; prepares reports and correspondence of administrative and operational matters.

Serves as advisor to department head on technology-related and/or public service matters; evaluates operational and administrative policies of the department; develops, implements, and evaluated revised administrative and operational policies and procedures to facilitate effective service delivery and management control.

Develops, interprets, determines, and communicates appropriate application of policy and operational procedures; conducts staff meetings and ensures appropriate communication throughout the division to which assigned.

May be assigned additional management and/or administrative responsibilities; may be assigned to conduct special studies, convene special committees or act on behalf of the Library Director.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Services provided by public libraries

Principles and practices of management, organization, budgeting, expenditure control, productivity improvement, and human resource utilization.

Public administration as related to budgeting, operations design/justification/evaluation and supervision.

The mission, organizational structure, and administrative needs of libraries.

Program planning, implementation, and evaluation techniques.

Research and analysis practices and techniques; methods for gathering and evaluating statistics.

Principles and methods of professional library work.

Modern computer technology as it applies to libraries.

Principles and practices of operations planning and evaluation.

Grant sources.

Data processing.

Collection development, acquisitions, cataloging, processing, and interlibrary loan of library materials.

Resources and materials used in libraries.

**Skill to:**

Operate office equipment including a personal computer, copy and fax machines and printers.

**Ability to:**

Plan, organize and direct public library services and related activities.

Develop and implement operating policies and procedures.

Understand, interpret and explain laws, regulations and policies governing Public Library services operations.

Make decisions and independent judgments.

Communicate effectively both verbally and in writing.

Understand program objectives in relation to County and departmental goals and procedures.

Identify and analyze administrative problems and implement operational changes.

Collect and analyze data to establish/identify needs and evaluate program effectiveness.

Develop program objectives and evaluate procedures.

Prepare budgets, funding proposals and narrative and statistical reports.

Establish and maintain cooperative working relationships with representatives of community organizations, boards and commissions, library agencies and other County Departments.

Comply with laws, regulations and professional practices governing program services and operations.

Supervise, coordinate and evaluate the work of a multi-discipline staff engaged in library automation, branch and technical services management and/or other support activity; effectively delegate responsibility and authority to others; secure cooperation and teamwork among professional and/or support staff.

Project consequences of decisions; determine and evaluate levels of achievement and performance.

Interpret political and administrative direction and incorporate into operational policy and procedure.

Understand and analyze budget and expenditure reports.

Recognize and respect limit of authority and responsibility.

Interpret statistical data, make relative assignments; anticipate community needs.

## **EXPERIENCE AND EDUCATION/TRAINING**

### **Experience:**

Four years of progressively responsible supervisory experience providing library services and related activities including budgeting and planning/evaluation of services.

### **Education/Training:**

A Master's Degree in Library Science is required from an accredited college or university.

**SPECIAL REQUIREMENTS**

Possession of or ability to obtain a valid class C California driver's license may be required.

**SUPPLEMENTAL INFORMATION**

Independent travel will be required.

**ADA COMPLIANCE**

**Physical Ability:** 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 light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions.

  
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Director of Human Resources

**Established Date:** October 1991

**Revised Date:** January 2003

**BOS Date:** June 30, 2003

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