



Salt Lake County Job Description

Division Director - Library

DEPARTMENT: Human Services

JOB CODE: 076 **GRADE:** 21

SALARY PLAN: GEN

SAFETY SENSITIVE: Yes or No

DIVISION: Library Administration/2500

FLSA STATUS: Exempt

EFFECTIVE DATE:

JOB SUMMARY

Provides leadership and fiscal stewardship for the overall successful operation of the County Library System including collections, technology, marketing, budgeting, policy, planning, etc. Supervises library staff. Oversees, monitors, allocates and develops budget to ensure the sustainability of the organization. Works with the Library Board, appropriate staff and others to develop and implement library policies, plans, services and programs.

MINIMUM QUALIFICATIONS

Master's degree from an accredited college or university in Library Science, Business, Public Administration or other closely related field, plus ten (10) years of related experience in a position of progressively more responsible experience including management, leadership, budgetary or project management, of which four (4) years must have been supervisory; OR an equivalent combination of related education and experience. Education may not be substituted for the required four (4) years of supervisory experience.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without reasonable accommodation.

- Serves as the Library's Executive Officer.
- Develops and maintains positive working relationships with County officials, community groups, and other local government officials at both the municipal and state level.
- Works with the Library Board of Directors and appropriate staff to develop programs, services and policies designed to anticipate and respond to needs of library users.
- Supervises the Library's Leadership Team and oversees all Library departments such as Administrative Services, Collection Management, Community Engagement, Human Resources, Information Technology, Public Services, Community Services, Marketing to ensure their efficient operation, development of annual goals and measurable objectives.
- Oversees staffing needs within the library system, which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisal, and discipline.
- Develops oversees, and executes an array of service programs including policies and procedures to address the various needs of users and to make the library accessible to all.

- Serves as project director on all building construction projects. Works with project manager, consulting architect, contractor and others to ensure effective building design and construction. Oversees change orders, construct budgets, construction progress for new construction and major renovations.
- Participates in professional development activities, including, advocacy for the Library with the Utah State Library and the State Legislature.
- Oversees preparation of and advocates for annual budget and resources for Board, County Mayor and County Council approval. Presents budget to the Library Board, County Mayor and others as appropriate for review and approval.
- Oversees the library budget according to established guidelines, including maintaining accurate and up-to-date records reflecting the status of library finances and budget.
- Develops, implements and evaluates long-range plans for operations, buildings, technologies and construction projects. Including budget and financial plans for library services, with Board, staff and County input.
- Reviews and periodically revises policies and procedures which reflects the broad interest of Salt Lake County residents. Presents policies to Library Board for approval and ensures appropriate implementation.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Principles of librarianship, especially collection management, reference, intellectual freedom and community engagement services
- Principles and current practices of public library administration, management, organization, including budgeting and accounting
- Principles, methods and techniques of effective supervision and training of personnel
- Government structure at local level; lobbying techniques, budgeting, purchasing and auditing
- Automation and computer applications for libraries, including networks and databases
- Building construction of libraries
- Operation of large public library organizations
- Wide body of literature

Skills and Abilities to:

- Make sound judgements
- Communicate effectively, both verbally and in writing, including public speaking experience
- Satisfy concerns and respond to problems of a variety of individuals
- Lead, supervise and motivate staff effectively including the community
- Plan and evaluate programs and services

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Working conditions in a typical office setting

Revised Date/Consultant's Initials: (mm/dd/yyyy initials)