

**CITY OF SALINAS**

**LIBRARY AND COMMUNITY SERVICES DIRECTOR**

**BARGAINING UNIT/CLASS CODE:**

**DEPT. DIR. / B41**

**DEFINITION**

To plan, organize, and direct the operations and activities of the Library and Community Services Department.

**SUPERVISION RECEIVED AND EXERCISED**

Receive administrative direction from the City Manager. Exercise direct and indirect supervision over assigned management, professional, technical and administrative support personnel.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Plan, organize, and direct the operations and activities of the Library and Community Services Department. Develop, plan and implement department goals and objectives; recommend and administer policies and programs for the Library and Community Services Department. Direct, oversee and participate in the development of the Department's work plan to include long-range plans to meet community needs; plan and direct the design and development of new facilities and programs, and improvements to existing facilities and programs; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures. Coordinate Department activities with other City departments and outside agencies, foundations, and organizations; provide staff assistance to the City Council, City Manager, and the Library and Community Services Commission; prepare and present staff reports and other necessary correspondence. Respond to and resolve the most difficult citizen inquires and complaints. Assume responsibility for the preparation and administration of the Library and Community Services budget, maintaining appropriate budgetary controls; Represent the City and Department in the community and at professional meetings. Respond to requests from the media for information concerning the Department and its services. Maintain departmental awareness of state-of-the-art developments and trends in management, technology, communications, and the fields of specialty. Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary. Select, train, supervise and evaluate assigned staff. Promote and maintain safety in the work place. Build and maintain positive working relationships with other departments, co-workers, other City employees, and the public using principles of good customer service. Perform related duties as assigned.

**PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**WORKING CONDITIONS**

Business office working environment subject to sitting at a desk, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

**CITY OF SALINAS  
LIBRARY & COMMUNITY SERVICES DIRECTOR (continued)**

**QUALIFICATIONS**

**Knowledge of:**

Professional principles, laws, policies, practices, and methods, used in parks, recreation and library administration. Principles and practices of program and facility acquisition and maintenance. Principles and practices of leadership, motivation, team building and conflict resolution. Pertinent local, State and Federal laws, rules and regulations. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs. Current literature, research, trends, and developments in the fields of Parks & Recreation and Public Library administration. Principles and practices of organizations, administration, budgets, strategic planning, communications, technology, and personnel and labor relations management.

**Ability to:**

Plan, organize, direct and coordinate the administration and operations of the Library and Community Services Department. Develop and implement library and community services which will meet the changing needs of the community. Prepare and administer a Department budget; plan, monitor and control expenditures. Know and interpret laws, regulations, codes, professional principles, and procedures. Communicate clearly and concisely, both orally and in writing. Prepare and analyze financial and technical reports. Use financial, technological and staff resources effectively to plan, program and promote the Department's services. Establish and maintain effective working relationships with City Staff, the public, community agencies, and other jurisdictions. Deal courteously and tactfully with the public. Maintain library and community services that reflect the needs of a multi-cultural community with diverse interests. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Organize and promote city and community events and programs including the City Arts program. Select, train, supervise and evaluate subordinates. Effectively organize workload. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

**License or Certificate:**

Possession of, or ability to obtain, a valid California (Class C) Driver's License.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to a Bachelor's Degree from an accredited university or college with major coursework in Public Administration, Parks and/or Recreation Management, Library Services, Business Administration, Social Services or a related field and seven years of increasingly responsible experience in parks, recreation, and/or library operations including at least three years of administrative and management responsibility. A Master's Degree in Public Administration, Parks and/or Recreation Management, or Library Science is desirable.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Senior Human Resources Analyst

Approval Date \_\_\_\_\_

**ORIG: 2-84, REV: 1-99, REV: 2-07,  
REV: 7-13**