City of Fort Worth, Texas
Job Description

Classification Title	Library Director		
Job Code:	DH1091	**Job Family:**	Department Head
Pay Grade	309	**Date Created:**	09/03/15
FLSA Status	Exempt	**Date Revised:**	

GENERAL SUMMARY

Plans, directs and manages the activities, employees and operations of the City's libraries. Coordinates activities and establishes partnerships with other departments and outside agencies. Provides highly responsible and complex administrative support to an Assistant City Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Directs the activities of the Library Department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
2. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
3. Establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of library programs, service delivery methods and procedures; and allocates resources accordingly.
4. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; and directs and implements changes.
5. Leads the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures; and implements budgetary adjustments as appropriate and necessary.
6. Represents the City's libraries to other departments, elected officials and outside agencies; prepares and makes oral presentations before groups; and responds to and resolves difficult and sensitive citizen inquiries and complaints.

7. Provides executive level staff assistance to an Assistant City Manager; participates on a variety of boards, commissions and committees; and provides staff support to assigned boards and commissions.
8. Attends and participates in professional group meetings; and stays abreast of new trends and innovations in the field of library management.
9. Performs other related duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of:
  - Operations, services and activities of a comprehensive public library program.
  - Specialized bibliographic and research techniques.
  - Principles and practices of library management and professional library work.
  - Principles and practices of program development and administration.
  - Principles of library collection development, automation and technical support services and cataloging.
  - Library organization, materials and equipment.
  - Modern library computer systems, programs and applications.
  - Principles and practices of municipal budget preparation and administration.
  - Municipal finance and fiscal policies.
  - Recent developments, current practices and sources of information related to library management.
  - State policies and grant compliance.
  - City operations, policies and procedures.
  - Pertinent federal, state and local laws, codes and regulations.
- Skill in:
  - Problem solving and decision making.
  - Organization and time management.
  - Project management.
  - Conflict resolution.
  - Customer service.
  - Research and analysis.
  - Computers and applicable software.
- Ability to:
  - Communicate clearly and effectively, both orally and in writing.
  - Oversee and participate in the management of a comprehensive library program.
  - Oversee, direct and coordinate the work of subordinate employees.
  - Select, supervise, train and evaluate subordinate employees.
  - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
  - Oversee development of large, multi-format library collections.
  - Maintain confidentiality.
  - Effectively represent the library to the public, community organizations and

- Operate library equipment including computers and supporting applications.
- Establish and maintain effective working relationships .

MINIMUM JOB REQUIREMENTS

Master's degree in library and information sciences from an American Library Association accredited college or university and eight years of increasingly responsible public library management and administrative experience, including four years of supervisory responsibility.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.