

## **TOWN OF SAN ANSELMO**

### **TOWN LIBRARIAN**

#### **Job Objective:**

To perform professional and administrative duties in planning, developing, implementing and directing public library services for the San Anselmo Library under broad policy guidance from the Town Council, supervision by the Town Manager, and in consultation with the Library Advisory Board. These duties include budget preparation, evaluation, personnel management, collection development, community relations, program planning and facility management.

#### **Essential functions and responsibilities:**

Develops, organizes, and directs the operations and activities of the library, involving personnel, resources, equipment, services and programs.

Directs the development and implementation of goals, objectives, policies and procedures, including book selection and acquisition policies and standards.

Directs the development, implementation, and promotion of services, technology, materials and facilities for the library to meet community needs and library goals.

Purchases services, supplies and equipment needed for the operation of the library, within budget authorization.

Coordinates programs with the Friends of the Library.

Prepares the Library Budget for approval by the Town Manager and Town Council and administers revenue from donations, fines and fees, and state and federal money.

Evaluates library services and makes recommendations for improvement based on community needs.

Reviews and approves selection of all materials for purchase. Directs the acquisition, cataloging, circulation, repair and discard of all library materials.

Supervises personnel directly or through subordinates; recruits, hires and trains employees; assigns and monitors work assignments and schedules; evaluates staff, and disciplines employees as needed. Also recruits and supervises volunteers. Schedules staff and volunteer work assignments.

Serves as liaison between the Library and other Town Departments, other libraries and other agencies by attending meetings and serving on the Board of Directors of MARINet and NorthNet. Participates in MARINet committees.

Attends meetings of the Library Advisory Board, Friends of the Library, the Historical Commission, the Town Council and other community groups as needed. Prepares routine and special reports to these groups on an annual basis and as requested.

Attends professional training and conferences as needed and arranges for library staff to do the same.

Reads professional literature to remain current.

Provides professional reference and reader's advisory services as needed. Staffs reference desk as needed.

Administers the maintenance and improvement of facilities and equipment. Works with architects and planners on facility development.

Prepares reports for the California State Library including the Annual State Report, the Direct Loan Reports and the Transaction Based Reimbursement Reports.

Develops content and provides oversight of the Library website.

Oversees the Library's technology needs and maintains a schedule for upgrades of all computer equipment and peripherals.

Performs other duties as assigned.

**THOROUGH KNOWLEDGE OF:**

The theories, principles and objectives of library science and library organizational practices.

Local, State and Federal laws applying to public libraries.

Current trends and developments in the library field.

Effective participative management principles and practices.

Budgetary and accounting practices of libraries.

Reference sources, databases and Internet search strategies.

Children's, young adult and adult literature for reader's advisory purposes.

Public relations strategies.

**SKILLS AND ABILITIES:**

Is comfortable using library on-line automation systems.

Is able to establish and maintain harmonious working relationships with employees, volunteers, elected officials, other agencies and the public.

Can communicate effectively verbally and in writing.

Is able to follow directions and produce results in a timely fashion.

Can develop and carry out new programs and services.

Is able to sit at a desk and operate a computer for long periods; intermittently grasp, bend, reach, twist, or kneel while shelving books or performing other physical tasks; lift or carry weight up to 50 pounds.

Is able to manage complicated staff schedules and assign substitutes as needed to ensure public desks are manned at all times.

**MINIMUM QUALIFICATIONS:**

A minimum of five years of increasingly responsible experience in professional library work in a public library, including at least one year of administrative and supervisory experience.

A Master's Degree in Library or Information Science from a graduate degree program accredited by the American Library Association.

A valid California driver's license.

Date: 7/12/10

Approved: Delira Stutsman