

DISTRICT DIRECTOR

DEFINITION

Under policy direction from the Board of Trustees, the District Director serves as the Chief Executive Officer of the Altadena Library District; plans, organizes, and administers the District's operations, services, and programs, subject to approval by the Board of Trustees; provides day-to-day leadership for District staff; serves as the District's staff liaison and maintains effective working relationships with the Board of Trustees, Friends of the Library, Library Foundation, and other boards and commissions; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Trustees. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

The District Director serves as the Chief Executive Officer of the District, is accountable to the Board of Trustees, and has overall responsibility for the development, management, and administration of the District's operations, services, and programs. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective operations consistent with Board policies. The incumbent acts as the District's staff liaison to the Board, Friends of the Library, Library Foundation, and other boards and commissions.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, organizes, and administers operations of the Library District either directly or through subordinate management and supervisory staff; coordinates and evaluates the work of the District in accordance with applicable laws, codes, regulations, and adopted policies and objectives of the Board of Trustees; ensures staff work is completed on time and accurately.
- Directs and coordinates the development and implementation of strategic plans, goals, objectives, programs, and policies for the Board of Trustees and the District; develops administrative policies, procedures, and work standards to ensure strategic plans, goals, and objectives are met, and services are provided in an effective, efficient, and economical manner.
- Oversees the preparation of the District's annual budget and periodic budget adjustments for Board consideration and approval; conducts studies and makes oral and written budget presentations; authorizes directly or through staff, budget transfers, expenditures, and purchases; explores potential revenue sources; performs fund raising activities; seeks and applies for grants; provides information regarding the financial condition and needs to the Board of Trustees.
- Develops and standardizes policies, procedures, and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, projects, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies best practices and opportunities for improvement and recommends to the Board of Trustees.

- Recruits, selects, trains, motivates, and evaluates assigned staff; oversees human resources administration functions; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures; directs and coordinates the work plan and work flow for assigned staff; assigns work activities, projects, and programs; reviews and approves timecards and payroll; reviews and evaluates work products, methods, and procedures; oversees personnel actions and addresses personnel issues.
- Prepares and recommends long- and short-term plans for District programs, services, and funding; directs the development of specific proposals for action regarding current and future District needs; participates in Library Board meetings by preparing agendas, presenting reports and policy matters for Board review, and taking Board minutes.
- Ensures the Board is kept informed of District functions, activities, issues, programs, and financial status, and of legal, social, and economic issues affecting District activities; maintains an open and transparent posture with staff and the Board; provides regular updates to the Board President and other standing or ad hoc committees.
- Oversees the administration, development, use, and maintenance of all District buildings, grounds, and equipment; works closely with staff on maintenance efforts to ensure safety and security of staff and the public throughout the main and branch libraries.
- Plans and directs the acquisition, implementation, and usage of information technology; works closely with staff on issues that arise related to technology or facilitating upgrades to current systems.
- Represents the District and the Board in meetings with governmental agencies, other libraries, community groups, and various business, professional, educational, regulatory, and legislative organizations; directs and coordinates the public relations activities of the library; conducts community outreach, networking, community relations, and advocacy efforts for the Library including attending meetings of the Altadena Town Council, Friends of the Altadena Library, Library Foundation, and Christmas Tree Lane Association Board; attends special events; makes presentations to community groups and encourages citizen participation in the affairs of the District.
- Oversees Library operations including system-wide program and event schedules; conducts meetings with management team and staff; discusses workplans, progress, and any roadblocks with staff.
- Selects vendors and enters agreements for contractual services; ensures contractors provide adequate insurance to reduce liability for the District; ensures proper performance of contractors.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials; prepares and submits reports of library activities to the Library Board, the State Library of California, and other governmental agencies as required.
- Monitors changes in laws, regulations, technology, and trends that may affect District operations; implements policy and procedural changes as required; maintains memberships in professional associations; attends conferences, workshops, and training opportunities.
- Investigates and responds to the most complex, difficult, and sensitive public and staff inquiries and complaints regarding the administration and services provided by the District; assists with resolutions and alternative recommendations; maintains cordial relations with all persons entitled to the services of the District.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program and policy development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Principles and practices of contract management.
- Human resources and personnel management practices.
- General principles of risk management.
- Principles, practices, and procedures of public administration.
- Functions, authority, responsibilities, and limitations of an elected Board of Trustees.
- Current library principles, administration, organization, and procedures.
- Planning, administering, and appraising a public library program.
- Information technology related to the delivery of library services.
- Principles of change management.
- Theory, principles, and practices of modern library management including collection development and technical services.
- Functions, services, and funding sources of a government entity.
- Current social, political, and economic trends affecting local government and service provision.
- Recordkeeping principles and procedures.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Methods and techniques of developing technical and administrative reports and business correspondence
- Research methods and techniques.
- Federal, State, and local laws, codes, and regulations relevant to assigned areas of responsibility.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Library District.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and administrative support personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.

- Effectively manage workplace diversity issues in a diverse organization; understand, celebrate, and serve diverse groups of people.
- Foster a culture that encourages innovation.
- Assume responsibility for maintaining a safe working environment.
- Commit to the principles of intellectual freedom and equal access.
- Hold self and others to the highest level of accountability.
- Maintain a personal commitment to providing exceptional public service.
- Prepare and deliver effective presentations before community groups, Library Board of Trustees, commissions, committees, and District staff.
- Work cooperatively with, provide highly complex and responsible staff support to, and implement the policies of the Library Board of Trustees.
- Effectively represent the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations; build relationships with community members and stakeholders.
- Direct the preparation of clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a master's degree from an accredited college or university with major coursework in library and information science or a related field.

Experience:

- Seven (7) years of increasingly responsible professional library experience in a management or leadership capacity, including four (4) years of supervisory experience.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter,

and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may encounter challenging interpersonal situations in the course of their work.

WORKING CONDITIONS

Occasional evening and weekend work may be required as job duties demand.