September 2025
FLSA: Exempt

LIBRARY DIRECTOR

DEFINITION

Under policy direction, this class, which serves as the chief executive officer for the Library District, plans, organizes, coordinates, and administers all District functions and activities ensuring District operations continue without interruption; assumes responsibility for implementing policies and directives of the Board of Trustees; provides policy guidance and leadership to all District staff to facilitate the achievement of short- and long-term goals and objectives; ensures quality services provision to the community; serves as the District's liaison and maintains effective working relationships with intergovernmental agencies and various public and private groups; provides highly responsible and complex professional assistance to the Board of Trustees; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

Under policy direction of the Board of Trustees, this class is the chief executive officer and has the overall responsibility for policy development, program planning, fiscal management, administration, and operation of the District's services, programs, and activities. This class provides assistance to the Board of Trustees in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, District functions and activities, including the role of the Board of Trustees, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is responsible for accomplishing Board of Trustees and District goals and objectives and for ensuring the community is provided with services in an effective, cost-efficient manner.

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 typical functions of the job.

- Plans, organizes, and administers all operations of the District either directly or through subordinate supervisory staff; ensures critical District operations and services continue without interruption; coordinates and evaluates the work of the District in accordance with applicable laws, codes, and regulations and adopted policies and objectives of the Board of Trustees (Board).
- Directs and coordinates the development and implementation of annual plans, goals, objectives, programs, and policies for the District and Board including financial and investment policies, personnel, benefits, retirement, capital improvement, procurement, and library services; recommends and develops administrative policies, procedures, and work standards to ensure strategic plans, goals, and objectives are met, and that programs and services meet the needs of the community, align with the District's mission, and 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; seeks and applies for grants; provides information regarding the financial condition and needs to the Board of Trustees.

- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine District needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Prepares Board meeting packets including agenda and reports; attends all Board meetings and advises the Board on issues, programs, and financial status; prepares and recommends long- and short-term plans for District service provision, capital improvements, projects, and funding; and directs the development of specific proposals for action regarding current and future District needs.
- 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.
- Reviews and approves invoices and payments for all District services and oversees and approves District financial transactions and reconciliations; makes bank and investment account transfers; oversees the payroll function and related health care, retirement, and deferred compensation payments.
- 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; oversees the administration of payroll and employee benefits functions; reviews and evaluates work products, methods, and procedures; oversees personnel actions and addresses personnel issues.
- Develops the annual capital improvement plan; oversees the administration, development, use, and maintenance of all District buildings, grounds, and equipment; works closely with staff, contractors, and consultants on maintenance efforts to ensure safety and security of staff and the public throughout the District.
- 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 with City of Buena Park and California Special Districts Association (CSDA); attends special events; makes presentations to community groups and encourages citizen participation in the affairs of the District.
- 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 Board, state, and other governmental agencies as required.
- Attends training, conferences, seminars, and reviews various publications to remain in compliance in all areas of responsibility including human resources and employment law, budgeting and finance, construction, contracts, board procedures, public records requests, CalPERS health and retirement law, procurement, building maintenance and safety, library operations, and special district operations.
- 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.
- Ensures staff observe and comply with all mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- 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 employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to library programs, services, and functions.
- Functions, authority, and responsibilities of a governing board.
- Principles, practices, methods, and procedures of budget development, administration, and accountability.
- Principles and practices of strategic plan development.
- Human resources and personnel management practices.
- Principles and practices of health and retirement plan administration including CalPERS.
- General principles of risk management.
- Principles and practices of complex negotiation, contract administration, and management.
- Principles, practices, and procedures of public agency finance, procurement, and payroll.
- Current library principles, administration, organization, procedures, and best practices.
- Theory, principles, and practices of modern library management including collection development and technical services.
- Information technology in public libraries.
- Functions, services, and funding sources of a government entity including grant administration and implementation.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of a library district.
- Current social, political, and economic trends affecting library programs and service provision.
- 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 preparing technical and administrative reports, and general business correspondence.
- 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, policies, procedures, work standards, and internal controls for the District.
- Provide administrative, management, and professional leadership and direction for the District.
- Oversee District financial activities, including the development and implementation of large and complex budgets and the control of all expenditures and purchases.
- Work cooperatively with, provide highly complex and responsible staff support to, and implement the policies of the Board.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Direct the preparation of and prepare, verify, analyze, and reconcile clear and concise reports, records, correspondence, policies, procedures, and other written material.
- Make financial forecasts and projections; analyze and interpret fiscal and accounting records and data.
- Audit, analyze, and utilize financial information and accounting systems and procedures; ensure systems comply with applicable laws, regulations, and policies.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Prepare and deliver effective presentations before community groups, the Board, commissions, committees, and District staff.
- Effectively represent the District in meetings with governmental agencies, community groups, and various businesses, professional, regulatory, and legislative organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- 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.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

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 in library science, information science, or a closely related field.

Experience:
- Seven (7) years of increasingly responsible experience in library program delivery and/or library technology and support services, including four (4) years of experience in a supervisory capacity.

Licenses and Certifications:

- None

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, or heavier weights with the use of proper equipment and/or assistance from other staff.

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 interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

SPECIAL CONDITIONS

District employees are expected to work weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).