CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Library Director**

DEPARTMENT: **Library**

E-PLAN
SG:E-DH-D
CS:N
FLSA:N
EEO4CODE:OA

JOB SUMMARY:

Serves as Chief Executive Officer and provides leadership, direction, stewardship, and general administrative oversight for the development and maintenance of all operations of the Bellingham Public Library. Work involves significant community engagement and public involvement with Library Board of Trustees, elected officials, other policy makers, and citizens. Serves as a member of the City's senior management team; collaborates with the Executive and other City departments on strategy and policy.

SUPERVISORY RELATIONSHIP:

Reports to the Library's Board of Trustees who have statutory authority for the Library. Work is performed under general guidance and direction and according to City and Library policies, procedures, and various State and federal laws and regulations. Serves as a member of the City's senior management team and confers regularly with the City's elected officials and staff. Hires and supervises Library employees, directly or through assigned staff.

ESSENTIAL FUNCTIONS OF THE JOB:

1. General Management: Plans, organizes, directs, controls, and evaluates the work of the Bellingham Public Library. Oversees the management of the day-to-day administration including budget, personnel and labor relations; materials collections and other information assets; facilities; capital projects; customer service activities; and other development initiatives.

2. Board of Trustees: Serves as CEO to the Library Board of Trustees. Prepares and presents background materials and reports for the Board concerning the operation, fiscal status, activities and needs of the Library. Responsible for providing support services to the Board, keeping an ongoing record of Board actions and decisions.

3. Personnel Management: Develops and maintains a workforce committed to, and with highly developed competencies in customer service, results orientation, and team work. Directly or through staff, appoints, supervises, provides for training and performance evaluation and development, and ensures accountability of Department employees. Establishes and maintains a working environment conducive to positive morale, quality services, and innovation. Ensures compliance with labor agreements and with City and Library policies and procedures, State and federal laws and regulations.

4. Fiscal and Business Management: Assures the financial well-being of the Library by establishing cost control measures and monitoring all fiscal operations. Prepares annual budget and justifies budget requests and amendments, both to the Library Board of Trustees and the Bellingham City Council. Projects and procures revenues and funding for the work of the Library including management of fees and charges, and accesses

alternative funding sources and grants. Assures the efficient and economical use of Departmental funds, personnel, materials, facilities and time. Communicates the Library budget to staff and the community.

5. Strategic Planning: Directs and implements long-range and strategic plans. Works with the Board of Trustees, Library staff, and the community to develop long-range and short-range plans for Library services and collections, responsive to the needs and interests of the public. Implements these plans into effective operating policies and programs.

6. Labor Negotiations: With City staff, initiates labor negotiations with AFSCME 114L bargaining unit and makes recommendations to the Library Board as to appropriate actions to be taken. Provides management feedback for other union contracts. Administers all Library union contracts throughout the year. Responsible for labor-management relations within the Library.

7. Capital Projects: Plans and implements major and minor capital improvement projects. Proposes a capital improvement budget to the Library Board and City Council and administers approved budget. Works with architects, consultants, contractors and others, where appropriate. Responsible, in coordination with the City, for the ongoing maintenance of all Library facilities.

8. Citizen Involvement and Communications: Provides for programs to disseminate information on Library programs and processes to enhance utilization and better serve the community's information needs. Serves on community boards, professional organization committees and boards, makes presentations, and develops and maintains professional contacts which further the interest of the Library and communicate the mission of the Library.

9. Senior Management Team: Provides information and advice to the Mayor and City Council on strategic planning and accomplishment of Library and City goals and objectives. Participates in City strategic planning. Coordinates the Library's activities with those of other City departments to ensure a consistent approach towards common projects and interests and the cost-effective delivery of services.

10. Policy Development: Develops, recommends to the Library Board, and oversees the administration of Library policies, procedures and guidelines. Maintains currency of policies and practices.

11. Program Development: Oversees all Library programs and projects. Coordinates programs and activities of the Library with other City departments, local and regional agencies, and citizen groups.

ADDITIONAL WORK PERFORMED:

1. Serves on City staff committees as appropriate.

2. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Professional library principles, practices, procedures, laws and regulations.
- Prevailing management principles and practices as they relate to the administration of public libraries.
- Customer service, marketing, and public relations trends, practices, and principles.

- Principles and practices of general business management, including fiscal and budget management.
- Current and developing technologies in a library setting.

Skill in:
- Interpreting community needs and interests as they pertain to planning library services.
- Motivating, directing, and supervising professional, paraprofessional and clerical personnel in a manner conducive to full performance and high morale.
- Team building and leadership.
- Establishing and maintaining effective working relationships with employees, Board members, City officials, community leaders, professional peers, and the public.
- Problem analysis and decision-making.
- Strategic planning, visioning, organizing, and time management.
- Verbal and written communication, with the ability to present ideas effectively.

Ability to:
- Plan, organize, prioritize, develop and implement a comprehensive coordinated library service program.
- Establish and maintain cooperative and effective working relationships with citizens and stakeholders, both internal and external.
- Execute strategic planning and marketing.
- Maintain high ethical and professional standards for conduct of public officials.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse,
    phone, and fax machine;
  - Frequently remain stationary for long periods of time;
  - Frequently communicate accurate information and ideas with others.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting subject to frequent interruptions; includes remaining stationary for extended periods of time and frequent interaction with employees, city officials, citizens, and Library Board members. May be subject to long hours due to attendance at City Council and Committee meetings and other responsibilities required at this executive level. Flexibility to work evening and weekend hours and occasional overnight travel to conferences and training sessions required. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Master of library science (MLS or MLIS) degree from an American Library Association-accredited school required.
- Five years of progressively responsible professional library experience including three years management and administration experience in a leadership role.
- Demonstrated effective work with elected officials, governing boards, and community groups preferred.
- Budget preparation and management experience preferred.
- Public library experience preferred.

- Labor relations experience preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered. The master's degree is a statutory requirement.

NECESSARY SPECIAL REQUIREMENTS:

- State of Washington Certification as a librarian.
- Employment contingent upon passing a criminal convictions check and child and vulnerable adult abuse records check.

PREPARED BY: Claudia McCain
Kathryn Hanowell 8/84

REVIEWED BY: _____
Kelli Linville
Mayor

REVISED BY: Library Board/DM 8/99
Library Board/LK 3/04
P. Kiesner/KH 1/06
Chair
R. Osen/AS 2/18

REVIEWED BY: _____
Rick Osen
Library Board of Trustees