



CLASS SPECIFICATION FOR
Director of Library

GENERAL STATEMENT OF DUTIES: Plans and directs a comprehensive program of library services for the County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class is responsible for the general administration, development, and direction of the library system for various age groups and interest levels within the County. The employee functions with wide latitude under the administrative direction of the Library Advisory Board and the Deputy County Manager for Administration.

EXAMPLES OF WORK (illustrative only):

- Plans and directs an expanding library program for various groups and age and interest levels of the community;
- Represents the library in community and professional activities;
- Designs and implements operating policies and procedures;
- Recommends location of new facilities;
- Recommends equipment and materials needed for facilities;
- Directs building and grounds maintenance;
- Plans, schedules, and reviews work of professional and non-professional staff;
- Conducts staff conferences and meetings;
- Prepares publicity, gives talks, and writes articles for professional journals;
- Prepares and administers Library budget;
- Supervises and reviews collection building efforts;
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of procedures and problems in all phases of library work; extensive knowledge of library organization and administration; considerable knowledge of principles and techniques of personnel management and supervision; considerable knowledge of economic and social trends as they relate to library development; considerable knowledge of public relations; ability to anticipate and recommend needed changes in policies, methods, and procedures; ability to write and speak effectively; ability to establish effective cooperative relations with employees and the public.

MINIMUM EDUCATION AND EXPERIENCE: Possession of an American Library Association-accredited master's degree in library science and eight (8) years of progressively responsible public library work experience, including three (3) years in a supervisory or management position; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENT: Possession of a Librarian's Certificate issued by the Virginia Board for the Certification of Librarians.