

**CITY OF MILL VALLEY
CITY LIBRARIAN**

DEFINITION

Under the direction of the City Manager, is responsible for the professional leadership for the City's library.

SUPERVISION RECEIVED AND EXERCISED

As Department Head, reports directly to the City Manager.

Directly supervises Supervising and Senior Librarians, Circulation and Technical Services Supervisor, History Room and Web Librarian. Exercises general supervision of all library staff and volunteers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Responsible for planning, organizing and directing library services for the City.
- Works collaboratively with library support groups for the benefit of the library.
- Participates on City Department Heads management team and works on city-wide assignments as needed.
- Develops policy that reflects the library's mission and service philosophy.
- Makes sure the library continues to meet the diverse needs and changing expectations of the community.
- Supervises the employment and training of department personnel.
- Prepares and submits budget proposals.
- Represents the library at community events and in various public relations situations.
- Oversees and participates in collection development process.
- Promotes and supports volunteerism at the library.
- Responsible for overall care and preservation of library building.
- Oversees the activities of the History Room.
- Participates in interlibrary activities in Marin County and in the North Bay Cooperative Library System.

Other Job Related Duties

- Perform related duties and responsibilities as required.

Job Related and Essential Qualifications

Knowledge of:

- Principles and practices of library administration, personnel management and supervision.
- Public library purposes, organization and procedures.
- Modern library methods, techniques, and terminology.
- Principles of collection development.
- Automated library functions, information systems and tools.

Ability to:

- Plan, organize, direct and evaluate the work of professional and non-professional personnel.
- Assume leadership and apply creativity in the formulation of needed changes in method and procedures.
- Apply professional knowledge to the practical problems of the job.
- Establish and maintain effective relationships with city officials, employees, and the public.
- Communicate effectively in English both orally and in writing.

Experience and Training Guidelines

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

Education: Possession of a graduate degree in library science issued by a college or university accredited by the American Library Association.

Experience: Five years of increasingly responsible experience in professional library work, including at least two years in a supervisory or administrative capacity.

License or certificate: A valid California driver's license is desirable.

EFFECTIVE DATE: July 2006