CITY OF ARCADIA

DIRECTOR OF LIBRARY AND MUSEUM SERVICES

DEFINITION

Under policy direction, to plan, direct, manage, and oversee the activities and operations of the Library, the Gilb Museum of Arcadia Heritage, and the Museum Education Center; to serve as secretary and staff advisor to the Library Board of Trustees, an administrative board, and the Historical Museum Commission, an advisory commission to the City Council; to coordinate assigned activities with other City departments and outside agencies; and to represent the Library and Museum to the community, outside organizations, and the general public.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume full management responsibility for all Library and Museum services, activities and public programming, including acquisition, cataloging, circulation, and maintenance, repair, or replacement of library materials and equipment; acquisition, deaccession, preservation, interpretation and presentation of Museum collections.

Manage the development and implementation of Library and Museum goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Maintain relations with community library and museum support groups including Friends of the Library, the Arcadia Public Library Foundation, Arcadia Museum Foundation, and Friends of the Museum.

Prepare agendas and reports for the Library Board and the Historical Museum Commission.

Participate with the Library Board of Trustees to develop or update the library's mission statement and strategic plan.

Work with the Library Board of Trustees to establish annual goals and objectives for the library director based on mission statement and strategic plan.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, volunteers, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Library and Museum to other City departments, elected officials, and outside agencies; prepare and deliver presentations to civic and educational groups and organizations; explain and interpret programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, and coordinate the work plan for the Library and the Museum; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Library and Museum budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate Library and Museum activities with those of other departments and outside agencies and organizations.

Prepare and present staff reports and other necessary correspondence to the Library Board of Trustees, the Historical Museum Commission and City Council.

Conduct a variety of organizational and operational studies; recommend modifications to Library and Museum programs, policies, and procedures as appropriate.

Direct and coordinate maintenance of materials and artifacts, discarding or deaccessioning out-of-date materials, reviewing gift materials, and other material maintenance activities; select and purchase new materials and equipment.

Assist the public in the most effective use of the Library and Museum.

Attend and participate in professional group meetings, seminars, workshops, and conferences; stay abreast of new trends and innovations in the field of library and information science, museum management and community outreach.

Respond to and resolve difficult and sensitive inquiries and complaints.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of comprehensive public library and museum programs.

Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern and complex principles and practices of program development and administration.

Principles and practices of library and information science, of library and museum management, organization, procedures, and terminology.

Principles and standard practices of conservation, storage and handling of museum artifacts and collections, library material acquisition, classification, library automation, and circulation.

Advanced principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for the Library and the Museum.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient library and museum services.

Plan, organize, direct, and coordinate the work of professional, technical, and clerical personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to the Library Board of Trustees, the Historical Museum Commission, the community, City Manager, and City Council on issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Prepare and present clear and concise administrative and financial reports.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Six years of responsible, complex, and professional library experience including three years of management and supervisory experience. Experience with museum practices and procedures desirable.

Training:

Equivalent to a Master's degree in Library Science from an ALA accredited college or university. Museum and/or archives training desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:
Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: March 2003
Revised & Approved by City Manager: August 24, 2016