

Title: City Librarian
PG: 58
Status: Civil Service
Position Reports to: Director of Parks & Recreation
Department: Parks & Recreation

Class Code: 1017
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is professional administrative work, which provides overall management and direction of the Lakeland Public Library System. Work involves direct supervision of the Assistant City Librarian, Branch Library Supervisor, Special Collections Librarian, Technical Services Librarian, Youth Services Librarian, Fine Arts Librarian, Technology Services Librarian and clerical staff. Work also involves leading the library staff in defining goals and developing objectives for the library. Work is performed under the general supervision of the Director of Parks & Recreation and is reviewed for performance.

ESSENTIAL FUNCTIONS:

1. Manages the overall operation and direction of the Lakeland Public Library System, including the main library, branch libraries and the bookmobile.
2. Reviews the collection development program and advises in matters concerning the development and maintenance of the library's collection.
3. Prepares monthly reports showing and interpreting use statistics for City of Lakeland administrators and library staff members.
4. Develops annual budget requests and participates in efforts to secure funding for the library from sources in addition to the City of Lakeland, including Polk County, State of Florida and grant-funding organizations.
5. Works directly with the Friends of the Library of Lakeland organization in their efforts to promote and enhance library facilities, programs and staff.
6. Represents the Lakeland Public Library and the city of Lakeland at various public meetings and presentations of the city, county, state and on the Polk County Library Cooperative Governing Board.
7. Develop and maintain a good relationship with other library professionals in the county and state.

ADDITIONAL RESPONSIBILITIES:

1. Develops programs for new library functions and/or renovation/expansion programs of existing facilities.
2. Participates in professional organizations to remain aware of library legislation, current trends and issues in the field of librarianship.
3. Encourage staff to continue to pursue educational opportunities for their own personal growth.
4. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of current trends in public library administration and public library services
2. Knowledge of general personnel management theories and practices relevant to public library employees.
3. Knowledge of collection development and maintenance theories and practices.
4. Skill in the technology available for library operation and delivering public library services.
5. Skill in computing and analyzing using statistics.
6. Skill in communicating orally and in writing to a variety of audiences.
7. Skill in developing goals and objectives.
8. Skill in interviewing, selecting, supervising and evaluating the performance of library staff members.
9. Ability to determine fiscal needs and develop budget requests based on those needs.
10. Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public.

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WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Masters Degree in Library/Information Science from a graduate program accredited by the American Library Association with emphasis on areas of study relevant to public librarianship.
2. Six (6) years of experience including three (3) years in library administration.
3. An equivalent combination of education and experience determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level three (3) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.