



Library Director and Special Projects Manager

Department: **Community Services** Class Code: **35**
Reports to: **Administrative Services Director** FLSA Status: **Exempt**

GENERAL PURPOSE:

Directs all activities of library and special projects. Is responsible for budget preparation, management and personnel issues, report writing, grant application and administration. Supervises Library staff.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Responsible for the direction, management, planning and implementation of library services and special project assignments.
- Interface with key community groups, organizations and individuals to insure successful delivery of library services and special projects.
- Recruit, train and direct staff and volunteers.
- Research, apply for and administer appropriate library and special project-related grants.
- Maintain appropriate records and prepare program reports as needed by Council or management.
- Complete special projects as directed by the Administrative Services Director.
- Attend Council and other meetings as required, provide professional advice, make presentations, prepare reports, develop and communicate official plans, policies and procedures to staff, Council and the public.
- Prepare division budgets and administer expenditures of funds and collection of revenues.
- Administer a public relations and public information program as necessary to support the development of community services.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Equivalent to a Master's degree from an accredited college or university in management or a related field. Demonstrated relevant work experience.

Required Licenses or Certifications:

Possession of a valid State of Arizona driver's license.

Required Knowledge of:

- Principles and practices of administrative management.
- Principles and practices of effective employee supervision.
- Principles and practices of project management.

JOB DESCRIPTION

Library Director and Special Projects Manager

- Principles and practices of human resource administration.
- Principles and practices of project management.
- Principles and practices of leadership.
- Principles and practices of public administration and the public process.
- Town codes, Personnel manual and Town General Plan.
- Arizona state statutes and personnel laws and processes.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Excellent oral and written communication skills.
- Strong managerial and supervisory skills.
- Ability to coordinate and develop long and short range plans and to make recommendations and decisions on matters of major policy.
- Ability to provide administrative and professional leadership and direction for the Community Services Division.
- Ability to establish and maintain effective working relationships with all customers, including Town officials, staff, community groups, the general public and media representatives
- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Evaluate various programs and make recommendations.
- Coach and supervise employees.
- Evaluate the need for training and provide same.
- Work with all levels of an organization and provide technical guidance and consultation in making strategic decisions.
- Interpret laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.

Physical Demands / Work Environment:

- Frequently required to sit, stand, walk, talk, and hear. Specific vision ability required for this job include distance and close vision. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 20 pounds. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Core Values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
	12/2021			35	Exempt	

APPROVED: Laura Kyriakakis, HRD

DATE: 12/29/2021