



## **Director of Public Libraries #05100**

City of Virginia Beach – Job Description

Date of Last Revision: 11-01-2021

**FLSA Status:** Exempt

**Pay Plan:** Administrative

**Grade:** 24

### **City of Virginia Beach Organizational Mission & Values**

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

### **Class Summary**

Directs the City's library system and the comprehensive, innovative range of library programs and services to ensure access to accurate and current information and materials to all individuals; directs and manages staffing and staff development, exceptional service delivery, preparation and oversight of the budget, program evaluation, and facilities maintenance; and directs and coordinates strategic long-range planning and policy development. As a City Manager appointee, this position serves at the pleasure of the City Manager and is not considered part of the merit service as defined in City Code, section 2-75.

### **Representative Work Functions and Responsibilities**

Provide leadership, direction, and coordination in the management, strategic planning, operations, and initiatives related to the City's library system and its programs, services, resources, and activities.

Provide leadership and direction in strategic and long-range planning and goal setting.

Oversee the comprehensive marketing and promotion of library programs and services; promote the library as an informing presence that safe guards individual expression and reaches into all communities; build a work environment that reflects organizational values.

Assertively translate vision and value into actions; build positive relationships and partnerships with customer groups to create and achieve community-wide understanding and support for a broad scope of services.

Lead in the evaluation and improvement of library programs and services to include the analysis of trends and issues using performance measures; ensure resources align with City strategies

Lead in the research, development, review, and implementation of Library policies and procedures.

Use feedback and input from throughout the organization and provide recommendations to the City Manager, or designee, on library program/policy innovations, changes, and enhancements.

Represent the City with external agencies and the media.

Serve as Secretary to the Public Library Board and as Executive Director to the Virginia Beach Library Foundation Board; and serve in other capacities in support of organizational strategies, and partner with various departments and agencies for effective results.

Serve as Ex Officio member of the Friends of the Virginia Beach Public Library Board and represent the library system in dealings with federal, state and local governments, professional associations, library

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committees, community organizations, and the public.

Ensure department accountability (e.g., through demonstrated systems thinking, issues and trends identification, and effective resolution).

Foster federal, state, and regional cooperation where opportunities exist to further the City's and region's visions and departmental goals.

Direct workforce planning, and focus learning and development to meet current and projected departmental needs.

Create a work environment that supports and encourages innovation and promotes learning, productivity and positive morale.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

### **Performance Standards**

Ensure the City's comprehensive library programs and its functions are effectively implemented, and program needs are met; plan, promote, develop services valued by citizens and those required by city code and charter; perform management duties with accountability and authority for the strategic direction of the department and to achieve desired outcomes; lead in the continuous evaluation and improvement of programs and services through effective performance measurement; exemplify, apply, and promote the City's mission, organizational values, and strategies; and support the City Manager, Deputy City Managers, and City Council through completed staff work.

### **Preferred Qualifications**

Master's degree in Library and Information Science from a school of library or information sciences/studies accredited by the American Library Association, eligible to receive a Librarian's Professional Certification from the Library of Virginia and six (6) years of high-level management experience OR a combination of education (above high school level) and experience equivalent to twelve (12) years in fields utilizing the knowledge, skills, and abilities listed above, including five (5) years in public library administration at the program management or administrator level.

### **Knowledge-Skills-Abilities Required to Perform Satisfactorily**

#### A. Knowledge

1. Knowledge of the principles of library service and administration.
2. Knowledge of the principles of personnel and fiscal administration.
3. Thorough knowledge of local government organization and operations.
4. Knowledge of the needs and interests of the Virginia Beach community and their relationship to library services and programs.
5. Knowledge of the principles of effective public relations.
6. Knowledge of space allocation and facility planning.
7. Knowledge of the principles of management and leadership.
8. Knowledge of laws and regulations relating to library operations and activities.
9. Knowledge of technical advances and trends in library processes and library services.
10. Knowledge of basic research techniques and statistical analysis.

#### B. Skills

1. Skill in setting goals and objectives, and developing goals and standards for the library system.
2. Skill in interpreting community interests and needs and providing appropriate library service.

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This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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3. Skill in workforce planning.
  4. Skill in developing and maintaining effective working relationships with employees, supervisors, managers, city officials, the media, other agencies, and the general public.
  5. Skill in motivating all levels of staff to be pro-active and participatory in recognizing needed change, developing and implementing change, and coordinating application of Quality Government principles and practices.
  6. Skill in making formal presentations to city officials, department staff, and the public.
  7. Skill in communicating effectively orally and in writing with a variety of audiences.
  8. Skill in analyzing staff, budgetary and facility requirements, and directing the utilization of these resources.
  9. Skill in supervising the work and evaluating staff performance.
  10. Skill in counseling, coaching, and mentoring with individuals and groups.
- C. Abilities
1. Ability to establish and maintain effective working advisory and consulting relationships with community groups, public officials, library staff and customers.
  2. Ability to lead others.
  3. Ability to evaluate situations and make appropriate decisions.
  4. Ability to analyze trends, evaluate community needs and formulate approaches to effectively meet public needs for library services.
  5. Ability to align human resource capabilities with departmental and city goals.
  6. Ability to interpret and apply library and city policies and operating procedures.
  7. Ability to incorporate roles and responsibilities in job performance, and apply them throughout the organization.

### **Working Conditions**

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*

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