

CITY OF CHATTANOOGA

Classification Specification Title: Executive Director Library

Department: Library

Pay Grade: GS.24

Supervision Received From: Chief Operating Officer

FLSA Status: Exempt

Supervisory Responsibility For: Head Librarian, Public

Established: 7/01/21

Relations Coordinator 2, Dir. Library Development, Asst. Director Library, Finance Manager, Library Operations Manager

**Revision Dates: 4/2/25;
10/20/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for providing strategic direction for the library system. Hires, trains and evaluates library staff. Duties include representing the library on various committees; meeting and communicating with citizens, community groups, press, vendors and government officials and preparing and managing the library budget. Work is performed under administrative review, working with the maximum degree of initiative and judgment.

SERIES LEVEL: This is the second level of a two-level Library executive management series. The Executive Library Director is distinguished from the Deputy Executive Director Library by its responsibility for providing strategic direction for the library system.

ESSENTIAL FUNCTIONS:

(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.)

Supervises library staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained, ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; evaluating and approving requests for leave and making hiring, termination and disciplinary decisions.

Provides strategic direction for the library system which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, systems, standards and/or service offerings; ensuring compliance with federal, state and local laws, regulations, codes and/or standards; coordinating activities between multiple service areas and working to integrate and coordinate service areas.

Develops long and short-range plans for the library system; provides technical and conceptual expertise to public officials to aid in planning and decision-making.

Ensures the library website is up-to-date.

Reviews and approves all advertising and signage related to the library system.

Reviews and approves all book and equipment orders.

Meets and corresponds with outside groups, the press, vendors, patrons and local government officials regarding services, purchases, concerns and/or other related issues.

Researches and reviews best practices and strategies for public library systems. Conducts various departmental meetings such as project meetings and staff meetings.

Directs and oversees the acquisition of new collections, materials and services, meeting with potential vendors to discuss products, approving bid specifications and negotiating contracts.

Develops and manages the library budget; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures and manages financial operations.

Monitors and evaluates the operations and performance of the system; directs and manages the resolution of operational problems and initiates, designs and implements related policy and procedural changes.

Communicates and collaborates with internal departments, external consultants, vendors, external agencies, regulatory officials, the general public and/or other interested parties to coordinate work activities, exchange information and resolve problems.

Analyzes a variety of operational, administrative and statistical data including productivity and related items; manages and participates in the preparation of related reports, charts, graphs, procedures and documentation and analyzes data and identifies needs.

Oversees the maintenance of the library's inventory of materials, collections, equipment and supplies; determines need for new materials and equipment; receives and approves purchase requests.

Represents the library at a variety of internal and/or external meetings, public events, training sessions, on committees and/or other related events in order to receive and/or convey information.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as needed.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Master's degree in Library Science from an ALA-accredited graduate program preferred and ten (10) years of library experience, including five (5) years of supervisory and three (3) years of

administrative experience. A bachelor's degree, significant public library experience and satisfactory completion of a specified curriculum in Library Science may be substituted for the master's degree; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid driver's license

SUPPLEMENTAL INFORMATION

Knowledge of managerial and leadership principles and practices; cataloging and classification theory and practices; library material preservation techniques; reference material practices; computerized information systems; municipal government structures and operations; municipal library operations, principles and practices; network concepts; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures; nonprofit and government budgeting and financial reporting principles and practices; strategic planning principles; structured project methodologies and project planning tools; inventory management principles; automated library systems and intellectual freedom concepts; mathematical principles, including statistical analysis and public relations principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; developing and managing budgets; interpreting and applying applicable laws, ordinances, codes, rules, regulations, standards, policies and procedures; analyzing and planning network systems; using computers and related software applications; managing maintenance and purchasing processes; analyzing complex library problems and making appropriate recommendations based on findings; managing the development of library programming; developing strategic plans and communication and interpersonal skills as applied to interaction with library staff, board members, public officials and the general public sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require talking, hearing, and seeing.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.