

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



Recruitment Announcement # 2019- CS10

POSITION TITLE	Library Division Director	SALARY RANGE:	\$31,384-55,522
DEPARTMENT	Community Services	FLSA/UNION STATUS:	Exempt/Nonunion
PERIOD TO APPLY:	5/14/2019-6/3/2019	POSITION STATUS:	Classified/Full-Time
SUPERVISOR:	Kyra Ochoa	LOCATION:	Library

GENERAL PURPOSE

Manages library services for the City of Santa Fe and coordinates all activities of the City library system, consisting of one main library and two branches.

The Community Services Department encompasses Senior Services, the Office of the Municipal Public Defender, the Youth and Family Services Division, and the Santa Fe Public Library. Our common vision is that all residents have the resources they need for health, wellbeing, and a high quality of life. Our purpose is to ensure that the most vulnerable and historically underserved people in our community are engaged in creating a healthy community and are getting the support they need to live their best lives. While each division stands alone in delivering services and programs, all divisions including Libraries align in addressing the social determinants of health—access to healthcare, housing, food, transportation, personal safety, childcare, social supports, employment and education—that make up the foundation of health and wellbeing.

The Library Director will be unifier and a change agent with a clear vision for a 21st century library as a crucial hub in a diverse community.

SUPERVISION RECEIVED

Works under the general supervision of the Community Services Director.

SUPERVISION EXERCISED

Provides close to general supervision to staff.

ESSENTIAL FUNCTIONS

(A position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in a position of this class.)

Plans, organizes, and directs functions of the Santa Fe Public Library system in order to meet informational, educational and recreational needs of the community.

Acts as liaison between Library staff and other public service agencies. Collaborates with Community Services Department Division Directors to fulfill vision of integrated Library Services. Works with Library Advisory Board and Friends of the Library Board to further the goals of the Library.

Responsible for short- and long-term planning and maintenance of all library facilities, collections, and information systems.

Responsible for personnel management, staff development, training, hiring, disciplinary actions, and evaluation of staff.

Develops, implements and revises library policies and procedures.

Plans, presents, administers and monitors annual budget; works with managers and program coordinators to ensure that an appropriate balance of services is provided system-wide.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Master's degree in library science from an accredited graduate library school.

AND

Six (6) years of professional library experience, two (2) of which must have been in a supervisory capacity.

OR

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An equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of the methods, policies, practices, principles and procedures of professional library work; working knowledge of library automation practices. Must have comprehensive knowledge of the processes of management and supervision.

Considerable skill in developing and implementing operating policies and procedures.

Ability to plan and organize workloads and schedules and to evaluate library needs and services provided. Ability to develop and operate within a budget. Ability to communicate effectively and concisely, orally and in writing. Ability to develop and implement operating policies and procedures; ability to communicate effectively with staff and the general public.

SPECIAL QUALIFICATIONS:

Must possess a valid driver's license. Must obtain a City of Santa Fe Driving Permit within six (6) months of hire.

WORK ENVIRONMENT:

Work is performed in an office setting. Must have the ability to hear and speak and have good visual acuity. May be required to work nights and weekends.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.

TO APPLY: Resumes will not be accepted in lieu of the city application form. Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: www.santafenm.gov; or apply online at www.santafenm.gov. Applications become public record upon receipt and may be made available for public inspection upon request.

When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview. Pre-placement physical exams are required for some positions. **Incomplete applications may delay or exclude consideration of your application.**