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-CS6

POSITION TITLE	**Library Services Director (1932)**	**SALARY RANGE:**	**$25.937 - $46.231 (N)**
DEPARTMENT	**Community Services**	**FLSA/UNION STATUS:**	**Exempt/Nonunion**
PERIOD TO APPLY:	**Open Until Filled (NO LATER THAN 5:00 P.M.)**	**POSITION STATUS:**	**Classified Full-Time**
SUPERVISOR:	**Jeffery Donlan**	**LOCATION:**	**Southside Library**

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GENERAL DESCRIPTION

The Library Services Director manages library services of the Main Library, Branch Libraries, or Technical Services. Participates in the planning and evaluation of system-wide policies, procedures and programs. Responsible for overseeing library facilities, budget, databases, personnel and day to day services. In the absence of the Library Division Director, may be asked to be in charge of the library system.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Library Division Director

SUPERVISION EXERCISED

Provides close to general supervision to staff.

NATURE OF WORK

ESSENTIAL FUNCTIONS: The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervises, administers and manages library services and personnel in the specific area of assignment.
- Participates on the management team for library policy development, database integrity, community assessment, program development and evaluation, community outreach, and short and long range planning.
- Studies, recommends, and implements policies and procedures to improve department and employee productivity.
- Conducts performance evaluations for staff; recommends hiring and disciplinary actions; plans, directs and reviews work of staff; communicates regularly with staff; trains staff.
- Sets goals and objectives for staff; schedules assignments; reviews payroll information; interprets and implements City and Library Division policies and procedures; provides staff training.
- Prepares annual budget requests; monitors budget; submits information for orders; solicits staff input on budget needs and consolidates requests as appropriate.
- Prepares and reviews statistical and analytical reports of library activities, operations and procedures; gathers and compiles data for reports including annual report.
- Negotiates and monitors professional services contracts for the Library System.

ADDITIONAL ESSENTIAL FUNCTIONS FOR ASSIGNMENT IN THE MAIN LIBRARY:

- Oversees Main Library services such as, Reference, Circulation and Children's and supervises staff with system-wide responsibilities such as interlibrary loan.
- Responsible for the Main Library physical facility, its repairs, upkeep, furnishings, equipment, maintenance and building improvements, serving as liaison with other city staff and private vendors involved with the facility.

- Oversees collection development for the Main Library in collaboration with the management team.
- Plans and coordinates library-wide program development and community engagement.
- Pursues grant opportunities and acts as liaison for City-wide initiatives.

ADDITIONAL ESSENTIAL FUNCTIONS FOR ASSIGNMENT IN THE BRANCH LIBRARIES:

- Oversees Branch Library services such as, Reference, Circulation and Children's and supervises staff with system-wide responsibilities such as interlibrary loan.
- Responsible for the Branch Library physical facility, its repairs, upkeep, furnishings, equipment, maintenance and building improvements, serving as liaison with other city staff and private vendors involved with the facility.
- Oversees collection development for the Branch Library in collaboration with the management team.
- Plans and coordinates library-wide program development and community engagement.
- Pursues grant opportunities and acts as liaison for City-wide initiatives.

ADDITIONAL ESSENTIAL FUNCTIONS FOR ASSIGNMENT IN TECHNICAL SERVICES:

- Manages system-wide Technical Services including acquisitions, bibliographic control, physical processing, and database maintenance. Enhances efficiency and maintains quality through staff development, use of technology, outsourcing, networking and cooperation with other libraries and institutions. Tracks and reports on library materials budgets.
- Cataloging – performs original, copy, and reclassify cataloging of all formats of library materials. Follows RDA, Bibliographic Formats and Standards for MARC, LCSH, Dewey 23, and local classifications. Uses, administers, and troubleshoots OCLC account. Oversees authority control and database maintenance.
- Library Technology – Works closely with Library Management Team on database and e-resource evaluation. Works with Library Systems Manager on administering related Sierra modules on the Integrated Library System.
- Statistical reporting – works on annual reports, completes surveys and reports for state and national library benchmarking.
- Works with Library Management Team to coordinate and delegate the Library Collection Development plan system-wide.
- Collaborates with Library Management Team on accessibility of library materials for the public.

Minimum Qualifications

Education and Experience

Master's Degree in Library Science and four (4) years of professional library experience, two (2) of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

SUBSTITUTION TABLE

These combinations of education and experience qualify you for the position:

	Education		Experience
1	Master's Degree	AND	4 years of experience

	Education		Experience
2	Bachelor's Degree	AND	6 years of experience

Additional Requirements

SPECIAL QUALIFICATIONS FOR ASSIGNMENT IN TECHNICAL SERVICES:

Library Technical Services background, acquisitions, cataloging, collection development, budgeting, and a high level of technology/computer skills.

Knowledge, Skills, and Abilities

Extensive knowledge of library tasks and operations, resources and research methods. Knowledge of professional library practices and trends. Knowledge of the principles and applications of effective supervisory techniques. Knowledge of the tools and practical applications of acquisitions and bibliographic control. Knowledge of library automation systems and electronic resources. Knowledge of community needs and interests, and the ability to work effectively with the public. Must have knowledge of personal computers and other office equipment.

Strong organizational skills, and in communications, both orally and written.

Analytical ability, and ability to work both cooperatively and independently. Ability to present information clearly, concisely, orally and in writing; to establish effective working relationships with associates and the public.

Physical Demands/Work Environment

Work is performed in a library setting with moderate noise; physical demands of the position includes standing, walking, sitting, carrying, pulling, stooping, kneeling, crouching, reaching, and handling. Must be able to hear, speak, and have a good visual acuity including close, distance, peripheral, depth and color vision. Evening and/or weekend work may be required. May be required to respond to emergency calls.

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.***