



MEMORANDUM

Date: March 1, 2017

To: The Honorable Chair and Members
Pima County Board of Supervisors
Presiding Judge, Superior Court
Elected Officials
Appointing Authorities
Library Branch Managers

From: C.H. Huckelberry
County Administrator 

Re: **Library Director Permanent Appointment**

Upon the resignation of former Library Director Melinda Cervantes in September 2016, I appointed Amber Mathewson the Interim Library Director.

It is now appropriate to appoint a permanent Library Director, and it is my intent to make this appointment from County-only candidates by Friday, March 10, 2017.

Any existing County employee who wishes to apply for the Library Director position should provide me with a letter of interest and resume by 5:00 PM on Tuesday, March 7. These materials may be delivered to my office at County Administration East, 130 W. Congress Street, Floor 10, or submitted via email to chuck.huckelberry@pima.gov.

The Library Director position description is attached for your information and review.

CHH/mjk

Attachment

Code: 7589

Title: LIBRARY DIRECTOR

SUMMARY: This classification organizes and directs all functions, activities and personnel of the Library Department and reports to the County Administrator. This classification is in the unclassified service and is exempt from the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes, and directs all functions and activities of the Department, including the establishment of Department policies and goals and objectives;
Establishes, administers and implements a comprehensive Library services program designed to meet the educational, information, cultural, and recreational needs of the community;
Directs the development of personnel and program objectives and establishes fiscal and management control systems designed to monitor overall performance;
Develops and directs the implementation of programs and procedures designed to improve departmental performance, productivity, and problem solving capability;
Directs the development of on-going needs assessment programs to enable the Library Department to respond to community needs for Library service;
Develops public information programs designed to raise community awareness of the programs, resources and services of the Library system;
Directs the development of physical plant management programs to maintain, enhance and renovate Library facilities, to include new construction to meet requirements for services;
Coordinates the maintenance, repair and renovation of Library services facilities with other County departments;
Coordinates rental, leasing and joint-use agreements for providing Library facilities, per County procurement rules and regulations;
Researches, prepares and submits routine, recurring and special reports and studies to the County Administrator and the Board of Supervisors;
Provides liaison to the City of Tucson and other jurisdictions for provision of Library services, to include development, negotiation and administration of Inter Governmental Agreements (IGA);
Participates in the search for grants, gifts and other outside funding to enhance Library services, and directs the preparation and submission of grant applications and procedures for administration of grants and gifts, per County rules, regulations and administrative policies;
Represents the Library Department at meetings of citizen advisory and like civic groups;
Serves as ad-hoc member of the Library Advisory Board, the Foundation Board, the Pima Library Friends Board and other community support groups;
May represent the Library Department at professional workshops, symposia and like events.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and techniques for developing, administering and delivering comprehensive library services to the community;
- current trends and developments in library science, library management and innovation;
- social, cultural and economic demographics of the populations being served by the library system;
- principles of public sector financing, budgeting and accounting;
- County rules, regulations and procedures for the procurement of goods and services, and the administration of grants, gifts and contracts;
- County rules, regulations and procedures for public sector fiscal administration, accounting and budgeting;
- County Merit System Rules, Personnel Policies/Procedures and Administrative Procedures;

- principles and techniques of staff management, training, evaluation and development.

Skill in:

- assessing community needs for library services and developing or negotiating the provision of such, to include needed facilities, staffing and other resources;
- developing and implementing short-/long-term goals and projects to enhance library services in cost-effective manner;
- developing and administering grants, gifts and other outside funding;
- development and administration of budgets, to include financing and administration;
- development, negotiation and administration of Inter Governmental Agreements (IGA) and like agreements;
- development, negotiation and administration of contracts for goods and services from outside vendors;
- communicating effectively;
- supervising, training, developing and evaluating assigned staff.

DESIRED QUALIFICATIONS:

The County Administrator will determine the desired qualifications at the time of recruitment. Typically, this would include a Master's degree in library science (MLS) or a Master of Library and Information Science (MLIS) degree from an American Library Association accredited college or university and at least five years of senior management or executive experience in the administration of a public-sector library system.

OTHER REQUIREMENTS:

Licenses and Certificates: Must be eligible for certification by the Arizona State Library Board of Library Examiners at the time of appointment. Some positions require a valid Arizona Class D driver license at the time of application or appointment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

2/14/06(kf/fn/team)
Updated 1/9/14(lsg)