

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS: 1135 **TITLE:** DIRECTOR OF COUNTY LIBRARY **GRADE:** E-12

DEFINITION:

Subject to the policies, guidelines, and supervision of the Library Board and under the administrative direction of the County Executive via the Chief Information Officer, leads and directs the Fairfax County Public Library system to provide resources and services to meet the evolving educational, recreational and informational needs of residents of Fairfax County and Fairfax City; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is exempt from the County's Merit System under Article 4, Subsection 15.2-821 of the Code of Virginia and Section 3-1-2(b)(1) of the Merit System Ordinance.

Although this position reports to the Chief Information Officer, this is the top echelon position in the library system. This position has ultimate responsibility for the management of the Library's facilities, programs, and services.

ILLUSTRATIVE DUTIES:

Serves as Chief Executive Officer to the Library Board and provides guidance in the broad areas of policy, budget, and capital improvement;
Ensures the implementation of Library Board policies and guidelines;
Provides the Library Board with periodic reports on the status and implementation of policies and programs;
Ensures that the Library system provides the resources and programs necessary to meet the evolving needs of the public for library services and facilities;
Determines need for service and recommends the establishment of programs, services, or facilities;
Develops annual goals and objectives for the agency and provides updates on implementation and progress;
Oversees the allocation of resources and establishes internal controls for financial systems;
Develops a proposed budget and monitors the expenditure of appropriated funds;
Ensures the development and utilization of management information systems and other technological resources;
Ensures that the Library's resources are accessible through current technology;
Through delegated authority, selects, appoints, and terminates all library staff in accordance with county, state, and federal regulations;
Promotes a performance management system that appraises staff accomplishments and rewards, counsels, or disciplines employees as appropriate;
Provides opportunities for employees to develop their knowledge, skills, and abilities;
Modifies existing programs to improve customer service and satisfaction;

Represents and speaks for the Library;
Develops and enhances alliances with community groups;
Works with private businesses to establish partnerships of value to the Library.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and practices of administration, including organization, budgeting, human resources, capital improvements, and management analysis;
Knowledge of current trends and issues in libraries;
Knowledge of management principles;
Ability to promote interest in the library and to generate support and involvement of the community in library services and programs;
Ability to plan and direct the work of subordinates;
Ability to speak and write effectively;
Ability to work effectively with subordinates, co-workers, other County officials, community groups and officials, and the general public.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
Graduation from an accredited four year college or university, with a Master's degree from an accredited library school; PLUS
Eight years of professional library experience, including five years in the administration and management of library programs.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a certificate issued by the Virginia State Board for Certification of Librarians within three months of date of appointment.

EXEMPT CODE CHANGE:
REVISED:

June 2009
September 21, 1999