



Director Cultural Services Classification Specification

JOB SUMMARY:

Under the administrative direction of the Chief Executive Officer, manages, plans, organizes, directs, and coordinates the operations and activities of the County's Cultural Services, including operations of the County Library System, County Museum and County Parks. Designs, implements, and evaluates the work of the library, museum and parks programs and staff; provides leadership and expert professional assistance to the management team and staff; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS:

Under administrative direction of the Chief Executive Officer, this department head position is responsible for implementing policy, developing goals and objectives, administering the Library, Museum and Parks budgets, and directing the day-to-day administration and operations of the department. This position requires a high level of initiative, judgment, discretion, and the ability to make independent decisions in recommending, implementing, and administering operations of the department.

The incumbent serves as the County Librarian. Pursuant to California Education Code; Chapter 6, Article 2 (19141), the County Librarian shall be entitled to the benefits of the County's Civil Service System.

SUPERVISION EXERCISED:

Exercises management level supervision over subordinate supervisors and professional staff.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:

(Duties may include but are not limited to the following.)

- Establish and direct a public relations program through personal contacts and staff to promote cultural service programs, and to provide the public, civic groups, public officials and others with information on cultural services, which include the County Library and Museum systems and County Parks and recreational access areas.
- Direct and evaluate the work of principal subordinates; oversee the operations of the County's library, museum and parks systems, and make administrative decisions as to their acceptability in meeting the goals and objectives of the department.
- Plan and direct a comprehensive library system, arts programs and related activities, including adult services, children's services, branch services, technical services, literacy services; cultural programs and resources; and electronic information services for all segments of the community; and establish program priorities and evaluate program effectiveness.
- Plan and direct museum operations; plan, organize and direct staff in the collection of materials and installation of exhibits and displays; has full responsibility for the acquisition and preservation of buildings, sites, and items for historical, scientific and artistic interest.
- Plan and direct the parks operations, which includes seven (7) scenic parks and two (2) public access areas with recreational use areas located throughout the County; is responsible for the marketing and promotion of parks and recreational areas and facilities, including web pages and social media.
- Coordinate long range planning, which may include major capital projects such as remodeling existing buildings, building new facilities, additional service sites and increased outreach to the community.
- Direct the planning and automation of library and other cultural services with the collaboration of the management team; and balance new and traditional formats and services. Implement long range and short range planning in collaboration with the library management team and staff.
- Supervise and participate in the preparation and administration of the annual budget; is responsible for the maintenance of appropriate budgetary controls; and represents the department in budget hearings.
- May plan and direct fund-raising programs and other fund-raising efforts, including grant applications and related administrative functions to provide enhancements to existing programs or start-up funding for new programs.
- Supervise departmental personnel administration, including hiring, training, employee relations and grievances, performance standards, and evaluations according to County standards. Promote, facilitate, or oversees staff development at all levels.
- Oversee the development and implementation of appropriate and effective administrative programs and

procedures in collaboration with the management team, such as workload planning and assignment, library automation, physical space allocation, and space needs.

- Actively participate in professional library organizations and evaluates developments in the library applicable fields for possible application to the County
- Develop and maintain effective working relationships with County departments, community leaders and organizations, and local businesses to provide a variety of library, literacy, arts service projects and activities for the community.
- Provide a high degree of visibility to a diverse multicultural community by serving as chief spokesperson to local, regional/national library organizations, media, and governmental, professional, civic, and private agencies.
- Actively engage in public relations activities to inform and educate the community about the valuable services and materials provided by the Cultural Services Department.
- Strive to integrate library, literacy, and arts and recreational programs into the Cultural Services Department's operating structure.
- Provide creative leadership to staff in order to develop a problem-solving and proactive staff team that works toward a common vision, mission, and plan.
- Work with all staff in a cooperative manner, accepts basic workplace democracy, and encourage and utilize staff input in decision making.
- Identify staff issues and concerns, develop solutions with the management team and staff, achieve consensus for solutions, and implement them in a timely fashion.
- Inspire and encourage staff by setting an excellent service example; maintains regular and active communication lines with the library management team and library staff; demonstrates excellent organizational skills; and is able to delegate and balance creativity with day-to-day operations.
- Work effectively with ethnically and economically diverse constituencies, and is sensitive to political and cultural issues and concerns.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Computer

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

Master of Library Science (MLS) or Master of Library and Information Science (MLIS) from an accredited library school; and six (6) or more years of progressively responsible professional library experience with at least three (3) years in management-level capacity; or, when also possessing the MLS, a combination of related management-level education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Experience with public arts or cultural programs is highly desirable.

Licenses and Certifications:

Valid driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of management necessary to plan, analyze, develop and direct comprehensive public library, museum and parks systems.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and procedures involved in the management of public organizations, including familiarity with current literature, trends, and development in cultural services.
- Principles and practices of public library systems, facility management, and cultural arts, public arts and community events programs.
- Financial and management principles, including strategic planning, budgeting, and financial reporting.
- Principles and practices of organization, administration and personnel management.
- Techniques and practices of fund-raising, sponsorship development, and public relations.

- Operating principles of a complex institution, including familiarity with labor relations.
- Techniques for new idea development, risk assessment, and growth management.
- Principles and practices of municipal government budget preparation and administration.
- Research and reporting methods, techniques, and procedures.
- Pertinent Federal, State, and local laws, codes and regulations.

Skills:

- Evaluate, develop and implement department mission, improvements, goals, policies, and procedures. Organize work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Plan, organize, assign, direct, review and evaluate the work of staff. Select and motivate staff and provide for their training and professional development.
- Present, expand and promote cultural services and programs.
- Understand and implement the diverse cultural needs of the community.
- Prepare and present complex reports.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Communicate clearly and concisely, both orally and in writing.
- Advanced interpersonal skills to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and the community at large.

Mental and Physical Ability to:

- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- Develop a short- and long-term vision for the division that supports departmental goals.
- Develop a long-term plan for the division that addresses the Capital Improvement Program.
- Define and analyze complex problems, collect data, establish facts and draw valid conclusions, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare, administer, and present budgets, including determining needs for capital expenditures, personnel and operating budgets.
- Identify and respond to issues and concerns of the public and stakeholders.
- Maintain liaison with various private and public agencies, and deal successfully with the public and other interested groups.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Gain cooperation through discussion and persuasion.
- Read, write, and present complex reports, and represent department at meetings.
- Speak effectively before groups of employees and public groups, and respond to questions.
- Interpret a variety of technical instructions with abstract and/or concrete variables.
- While performing the essential functions of this job, the incumbent is regularly required to: walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 10 pounds.
- While performing the essential function of this job the employee is occasionally required to lift and/or move up to 40 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

Incumbents may be required to work weekends, special events, on-call, or outside of normal work schedule.

Incumbents who drive on County business to carry out job-related duties must possess a valid California driver's license upon hire for the class of vehicle driven and meet automobile insurability requirements of the County.

ADDITIONAL INFORMATION:

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function

or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: Cultural Services Director

CLASS CODE: TBD

DEPARTMENT: Cultural Services

REPORTS TO: Chief Executive Officer

FLSA STATUS: E

CIVIL SERVICE: Appointment by Board of Supervisors. Pursuant to CA Education Code Title 1; Chapter 6, Article 2.19141 County Librarian shall be entitled to the benefits of Civil Service System.

BARGAINING UNIT: Department Head

ADOPTED: 8.2018

History Notes: