

CLASSIFICATION ADDENDUM

Job Title: Library Director

Classification Specification: Executive Manager

Barg Unit: Non

Pay Grade: E81

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Library Director performs activities planning, organizing, directing, coordinating, overseeing, and reviewing the operation of the City's public library and museum. Establishes policies and procedures and interprets those for staff and the public; plans short and long term goals; participates in, and supports development of, the management team; develops and administers the department budget; prepares regular and special reports required by the City and State Library and other agencies; responds to patron complaints and suggestions; consults with and advises program managers; directs personnel; confers with the City Manager on issues pertaining to the library and museum; serves on the City Executive Team. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of literature, history, English or related field, with increasingly responsible experience in library operations, including management and executive management experience.
- Master's degree in Library and Information Science preferred.
- Experience in museum operations preferred.

Licensing Requirements:

- A valid Oregon driver's license at time of appointment.

Knowledge:

- Library operations, procedures, practices, systems, and structures;
- American Library Association Code of Ethics, principles of Intellectual Freedom, federal, state, and local laws and regulations governing library services;
- Value of libraries in the community.

Skills: *(Demonstrated skill in performing the following)*

- Developing and maintaining an accurate sense of community service needs as related to library and museum services;
- Coordinate community outreach to shape services and meet community needs.

Qualification For Grade Progression: N/A

Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.
Travel as required.

Addendum History

2012.01 – Created

2017.06 – Revisions by HR



EXECUTIVE MANAGER

Classification Specification

City of Springfield, Oregon

A classification specification defines the general character and scope of responsibilities of all positions within a job classification. This description does not list every duty for a given position; specific position assignments will vary depending on business needs.

General Information	
Classification Title	Executive Manager
Classification Code:	MGREXE
Effective Date:	7/1/2011
Pay Grade:	E81-E82/E91
FLSA Status:	Exempt

Classification Summary

The Executive Manager is responsible for directing, coordinating, and managing all activities related to an assigned City department including the development of programs critical to the success of the City. Incumbents apply advanced management principles with critical impact on citizens and the organization; employ strategic thinking having long-term citywide application and impact; develop and implement programs critical to the City; and control complex functions and major resources. Incumbents provide overall direction for City Departments and functions.

Positions are accountable for major program outcomes for the department as well as integration with other departments. Direction is given across functions or organizations, with responsibility for overall objectives, staffing and resource allocation.

Distinguishing Characteristics

- This is the executive level in the management series.
- Executive Managers are concerned with formulating or adjusting programs for the major functions/divisions/departments, and allocating resources (facilities, people, money, materials). The responsibilities of this classification are citywide in nature and decisions involve the development of broad organizational direction.
- Executive Managers are differentiated from Assistant City Manager as responsibility of the higher level classification is concerned with assisting the City Manager with all aspects of the City's management.

Essential Duties

<i>The duties listed below are a typical sample; position assignments may vary.</i>	
	Under the direction of the City Manager, implements the strategic objectives established by the City Council.
1	Directs and manages staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring that staff is trained; ensuring that employees follow policies and procedures, and maintaining a healthy and safe working environment; and, making hiring, termination, and

Essential Duties	
	disciplinary recommendations.
2	Plans, directs, and evaluates departmental policies, procedures, activities/operations, broad long range strategies and goals; maintains, updates, and ensures compliance of procedures.
3	Directs and reviews the analysis of a variety of reports and information; determines and provides oversight for the initiation of necessary changes in departmental operations;
4	Facilitates, leads, and/or participates in meetings, proceedings, and committees; represents the department and City at meetings and conferences; serves as a liaison between departments, external organizations, the general public and other agencies.
5	Provides advice in area of expertise to City Officials, City Council, and management teams.
6	Directs and participates in the preparation of departmental budgets, financial reports, and operational and/or capital improvement budgets; monitors revenues and expenditures.
7	Develops and implements programs, controls complex functions and resources.
8	Ensures the department's compatibility with organizational goals and strategic initiatives.
9	Actively supports an inclusive and respectful work environment.
10	Performs other duties of a similar nature or level.

Qualifications	
<i>An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.</i>	
Training & Experience:	
<ul style="list-style-type: none"> • Bachelors Degree in a related field; and 7-10 years increasingly responsible experience in a field related to area of assignment; and 5 or more years of management experience (including at least 2 years of executive management experience or experience equivalent in scope or complexity). 	
Degree and Licensing and/or Certification Requirements:	
<ul style="list-style-type: none"> • Based upon assignment, a Master's Degree may be required. • Based upon assignment, specified licenses and/or certifications may be required. • Valid Oregon Driver's license at time of appointment, depending on area of assignment. 	
Knowledge Required:	
<ul style="list-style-type: none"> • Leadership principles and practices; • Advanced administration and management principles and practices; • Public administration and governmental operations; • Policy and procedure development practices; • Advanced principles and practices and systems of assigned area of responsibility; • Strategic planning principles; • Public relations methods and techniques; • Budget development and administration principles and practices; • Grant and/or contract administration principles; • Advanced project management principles; • Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes; • Inclusive and respectful work place practices. 	
Skills Required: <i>(Demonstrated skill in performing the following)</i>	
<ul style="list-style-type: none"> • Creating, modeling, and maintaining a respectful and inclusive work environment; • Developing and monitoring safe work practices, and managing hazards in accordance with best practices; • Personnel administration; • Planning, organization, judgment and decision making relative to multiple projects and initiatives; 	

Qualifications

- Analysis, research, and policy development;
- Mediating and resolving conflict; advanced problem solving;
- Interpreting and applying Federal, State, and local laws and regulations;
- Conducting complex problem solving, and utilizing critical thinking;
- Managing legal and regulatory changes;
- Securing the confidence and cooperation of other agencies, officials, and staff;
- Creativity in identifying operational and other departmental needs and responding strategically.
- Managing budgets;
- Preparing and giving presentations;
- Representing the department on various committees;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, management, City officials, City Council, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Working effectively with clients, co-workers, employees, supervisors, and others from diverse backgrounds.

Physical Requirements

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subject to travel.

Classification History

2009.06 – Draft prepared by Fox Lawson & Associates, LLC (CC)

2010.11 – Revisions by HR

2011.07 – Adopted