



**Job Code:** AB22 | **Salary Range:** (C10) \$127,816 - \$191,681/ Annually

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### **SUMMARY OF RESPONSIBILITIES**

Provides supervision and direction of the City's Library and Cultural Services functions. This position plans, coordinates, administers and directs the operations of this department. This position provides the highest levels of customer service by fostering positive relationships with internal and external customers and city leadership.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Directs the Aurora Public Library system (6 facilities, 1 small PC center, a Holds pickup and item drop off operation at the Community College of Aurora), the City's Poet Laureate program under the Library's advisory board, the City's cultural services programs (Fox Theatre, History Museum, Art In Public Places program, the Bicentennial Pottery Center, and all dance, music and visual arts classes)
- Establishes short and long-range departmental priorities, goals, and objectives
- Establishes and guides short and long-range financial plans and strategies
- Develops and negotiates agreements for the joint provision of cultural facilities and services
- Represents the City in a variety of organizations
- Makes presentations
- Develops City policies on library and cultural issues
- Oversees the selection, hiring, training, evaluation, disciplining and supervision of departmental employees
- Prepares and manages departmental budget
- Develops capital improvement programs
- Prepares and makes policy recommendations to City Council and/or City Manager
- Performs additional duties as assigned

### **WORKING CONDITIONS**

**Physical Demands:** Sedentary physical work requiring ability to lift a maximum of 10 pounds; occasional walking, standing, lifting and carrying; vision to read and interpret reports and other written documents; hand/eye coordination for operation of computer keyboard; speech communication and hearing to maintain communication with employees and citizens.

**Work Environment:** Works in a clean, comfortable environment.

**Equipment Used:** Standard business and professional equipment.

### **MINIMUM QUALIFICATIONS**

**Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training, education or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:**

**Education:** MLS/MLIS from an ALA-certified program

**Experience:**

- Five years of library leadership/management experience or combination of training/experience which provides the required knowledge, skills and abilities.

- At least 5 years progressively responsible experience with supervisory in the operation of a medium to large municipal Library, preferably with some Cultural services aspect (public art program, museum, theatre, visual arts, etc.) but not a requirement
- At least 3 years supervisory experience at a senior management level.
- Experience in the operation of a medium to large library system.
- Experience in culturally related experience, preferred.

An equivalent combination of education, training and experience that demonstrates required knowledge, skills and abilities may be considered.

**Knowledge:** Comprehensive knowledge of the principles, practices and operating requirements of a large library, practices and policies; principles, practices and operating requirements of a municipal cultural system; and municipal management, budgeting, planning, and regulatory requirements.

**Abilities:** Ability to establish and maintain effective working relationships with employees, citizens and elected officials; handle sensitive situations with tact and diplomacy; communicate effectively both orally and in writing; negotiate contracts and agreements with other entities; establish and fulfill goals and objectives; direct and effectively supervise a large workforce; establish and administer budgets and capital improvement programs. Additional qualifications include visionary leadership skills, the ability to build productive relationships through political acumen and effectiveness, promoting collaborative partnerships through civic engagement, excellent interpersonal skills (friendly, caring, connected, trustworthy, and empowering), and operational excellence.

**Skills:** Strong interpersonal, managerial, decision-making, and problem solving skills. Skill in the use of personal computers, including spreadsheets, word processing, and data base design. Skill and ability in meeting and dealing tactfully and effectively with other employees, public and private officials, community groups and members of the general public.

**Licenses, Certificates, or Equipment Required:** This position may require the incumbent to occasionally use personal equipment (e.g. vehicle, cell phone, tools, etc.) in the course of their employment.