

CITY OF SUNLAND PARK

ORDINANCE NO. 2013-07

ORDINANCE ESTABLISHING AND UPDATING THE POSITION OF THE DIRECTOR OF LIBRARY, ESTABLISHING THE DUTIES AND RESPONSIBILITIES THEREOF, PROVIDING FOR APPOINTMENT TO POSITION, PROVIDING FOR THE PERSON TO SERVE AT THE PLEASURE OF THE MAYOR AND COUNCIL IN THE ABSENCE OF A CITY MANAGER.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SUNLAND PARK:

Section 1. OFFICE CREATED

There is hereby created the office of the Director of Library of the City of Sunland Park Community Library.

Section 2. APPOINTMENT AND SELECTION GENERALLY

The City Manager shall appoint a person who shall be responsible for the proper and efficient administration of the Sunland Park Community Library of the City of Sunland Park. The position shall be appointed solely based on qualifications and shall not be limited by reason of former residence.

Section 3. OATH: BOND

The Director of Library shall take an oath or affirmation to support the Constitution of the United States, the constitution and Laws of the State of New Mexico and to faithfully perform the duties of said office in conformance with Section 3-10-2 (NMSA 1978); and within ten (10) days of such oath or affirmation; shall furnish a surety bond to the governing body in the amount prescribed by the governing body or recommended by the City Auditor. The City of Sunland Park shall pay for the surety bond.

Section 4. COMPENSATION

The Director of Library shall receive such compensation as allowed by the City classification and pay plan as adopted by the Governing Body and may, from time to time be amended by the Governing Body.

Section 5. QUALIFICATIONS

- A. Education and Experience:

1. The Director of Library shall possess at least a Bachelors' Degree in Library and Information Studies, Library and Information Science, (or closely related degree), preferred Master's Degree in Library and Information Science from an ALA-accredited program;
2. Must possess or be willing to obtain a New Mexico State Library Permanent Professional Certification;
3. Three (3) years of experience in a library with at least two (2) years in supervisory or managerial roles;
4. Bilingual in English and Spanish, preferred.

B. Minimum Requirements:

1. Knowledge of the principals, practices, and methods of Librarianship.
2. Ability to provide references and reader advisory to individuals and small groups in formal and informal settings.
3. Ability to design, conducts, and evaluates library programs for children, youth, and adults.
4. Knowledge of grant and proposal writing and administration.
5. Ability to supervise paid staff, volunteers, and other assignees.
6. Knowledge of library automation software.
7. Knowledge of personal computer software including but not limited to Windows and MS Office.
8. Ability to deal effectively and appropriately with representatives of public and private sector agencies including but not limited to schools, boards, commissions, businesses, and others.
9. Possession of valid driver license and ability to drive a vehicle to conduct outreach and promotion.

Section 6. GENERAL STATEMENT OF DUTIES

Under the general duties of the City Manager, the Director of Library of the Sunland Park Community Library is responsible for the planning, implementation, and administration of the Sunland Park Community Library and its programs and services. The Director's responsibility includes the gathering of relevant data to further program objectives and goals. The position is generally responsible for developing, coordinating, implementing, and evaluating traditional and

emerging programs and services that support for reading, literacy, community advocacy, and life-long learning.

Section 7. ESSENTIAL DUTIES AND RESPONSIBILITIES

The Director of the Library shall:

- a. manage and supervise the Sunland Park Community Library to achieve goals with available resources; plan and organize workloads and staff assignments; train, motivate, and evaluate assigned staff, review progress, and direct change as needed;
- b. provide leadership and direction in the development of short and long-range plans; gather, interpret, and prepare data for studies. Reports, and recommends; coordinates department activities with other departments and agencies as needed;
- c. provides professional advice to City officials; make presentations to council, boards, commissions, civic groups, and the general public;
- d. communicates official plans, policies, and procedures to staff and the general public;
- e. assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitor revenue and expenses in assigned area to assure sound fiscal control; prepare annual budget request; assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time;
- f. determines work procedures; prepare work schedules and expedite workflow; standardize procedures to improve efficiency and effectiveness of operations;
- g. issue written or oral instructions; assign duties and examine work for exactness, neatness, and conformance to policies and procedures;
- h. maintain harmony among workers and resolve grievances; perform or assist subordinates in performing duties; adjust errors and respond to complaints;
- i. prepare a variety of studies, reports, and related information for decision-making;
- j. develop policies and procedures for the Department in order to implement directives from the City Manager;
- k. coordinate the information gathered and work accomplished by her/his employees; assign employees projects as the need arises within their specific skills;

- l. supervise and coordinate the preparation and presentation of an annual budget for the Department; direct the implementation of the Department's budget; plan for and review specifications for supplies, equipment, and library materials;
- m. oversees the training and development of Department personnel;
- n. handle grievances, maintain Department discipline, and promote the proper conduct and behavior of library personnel;
- o. prepares and submits periodic reports to the City Manager regarding the Department's activities and prepare a variety of other reports as appropriate;
- p. attends conferences and meetings to keep abreast of current trends in the field; represents the Library Department in a variety of local, county, state, and other meetings as directed by the City Manager;
- q. attend all regular meetings and special meetings of the City Council and other meetings as appropriate;
- r. present, coordinate, and interact with the diverse entities, individuals and general public to find relevant solutions;
- s. attend meetings of the Library Board; and
- t. perform additional duties as necessary or assigned.

Section 8. ENVIRONMENT /PHYSICAL CONDITIONS

- a. Availability for evening and Saturday work as needed.
- b. Will work primarily in the Library.
- c. Ability to perform without accommodation moderate lifting, reaching, stooping, and bending to shelve, move, retrieve library items and other materials, lifting and moving boxes of library items weighing up to 25 pounds, and using a telephone and other office equipment.
- d. Fieldwork may be required.

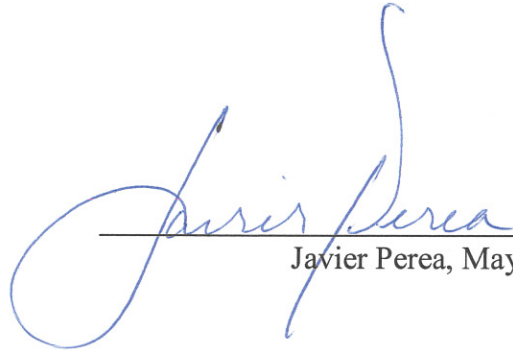
Section 9. SERVES AT THE PLEASURE OF THE MAYOR AND COUNCIL IN THE ABSENCE OF A CITY MANAGER

The Director of Library serves at the pleasure of the Mayor and Council should the position of the City Manager be vacant, and may, subject to the terms of any written employment contract, be removed by such at any time with or without cause.

Section 10. EFFECTIVE DATE


This Ordinance shall become effective five (5) days after the passage and publication as provided by law.

PASSED, ADOPTED, AND APPROVED this 5th day of November, 2013.



Javier Perea, Mayor

ATTEST



Alejandro Villegas, Acting City Clerk



ROLL CALL VOTE:

Sergio Carrillo, Mayor Pro-Tem	<u>Aye</u>
Christian Lira, Councilor	<u>Aye</u>
Carmen R. Rodriguez, Councilor	<u>Aye</u>
Annette Diaz, Councilor	<u>Not present/Resigned</u>
Maria I. Santos, Councilor	<u>Absent</u>
Jessica Avila, Councilor	<u>Aye</u>

