

DEPUTY DIRECTOR OF LIBRARY SERVICES

DEFINITION

Under general direction from the Director of Library Services, plans, organizes, directs, supervises, and reviews the activities of the Library's operations, as well as development and administration of departmental policies, procedures, and services; assists in a variety of administrative, coordinative, analytical, and liaison capacities; and provides professional and technical staff assistance to the Director of Library Services.

DISTINGUISHING CHARACTERISTICS

This is a single management level classification that reports to the Director of Library Services. This position works in partnership with the Director to administer all aspects of Library Services, serving as a lead member of the management team. The incumbent in this position exercises independent judgment in developing, implementing, and managing Library projects, programs, services, and activities with a customer service focus, and assists the Library Director in responding to community issues and concerns. The Deputy Director of Library Services receives administrative direction from the Director of Library Services and exercises direct supervision over professional, technical, and support staff.

SUPERVISION RECEIVED

General direction is provided by the Director of Library Services.

SUPERVISION EXERCISED

Exercises direct supervision over management, professional, technical, and administrative staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Develops goals, objectives, policies and department priorities; recommendations, policies, and procedures and manages implementation.

Plans, organizes, and directs operations and activities of the Library Services Department.

Assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products, methods and procedures.

Supervises and participates in the preparation and administration of department budget.

Selects, develops and motivates staff; provides or coordinates staff training; participates in performance management including performance improvement; implements discipline procedures

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ESSENTIAL DUTIES (continued):

as directed; maintains discipline and high standards necessary for the efficient and professional operation of the Department.

Leads special projects such as capital improvement/construction projects, public relations, automated systems enhancements and a variety of other general improvement efforts.

Develops Requests for Proposals/Qualifications and oversees contracting process and work of contractors and consultants.

Represents the City, and Library Services Department in the community, City Council, and advisory bodies, on Library issues and solutions as requested by Library Director.

Develops, directs, coordinates, monitors, and ensures the implementation of strategic plans, goals, objectives, policies, procedures, priorities, and work standards for the Library, in conjunction with the Library Director.

Serves as liaison to various agencies and community or professional groups, including state and national level professional organizations.

Assumes other management responsibilities as assigned by the Library Director.

Functions as Acting Director of Library Services as required.

Represents the division and department to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.

Researches and prepares technical and administrative reports; prepares written correspondence.

Represents the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Be an integral team player, which involves flexibility, cooperation, tolerance and communication.

Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Performs related duties as assigned.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Philosophy, objectives, trends, techniques, principles and practices of state-of-the-art modern public library services and management.

Public library operations and specialized services such as cataloging, reference, and literacy services.

Public library technology and programming in relationship to community needs.

Principles and practices of policy development and implementation.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles and practices of budget development, implementation, and monitoring.

Principles and practices of public administration; organizational and program development and evaluation; social research, community needs assessments, and community organization; budget planning and oversight; contract negotiations and grant development.

Knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction

Principles and practices of print, digital, and audiovisual collections integration.

Pertinent Federal, State, and local laws, regulations, codes and ordinances.

Techniques and principles of effective interpersonal communication.

Principles and methods of report writing and presentations.

Principles of supervision, training, teambuilding, and performance evaluation.

Modern office procedures and computer equipment.

Ability to:

Organize, direct, and coordinate the activities of a library, educational services, and grant development programs.

Manage special projects including capital improvements.

Prepare and administer a budget.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Select, supervise, train, motivate and evaluate professional, technical and administrative personnel.

Exercise sound independent judgment within general policy guidelines.

Interpret and explain division policies and procedures.

Analyze issues, identify alternative solutions, achieve consensus, project consequences of proposed actions and implement recommendations in support of goals.

Develop strategic goals, plan implementation and manage objectives to meet goals.

Demonstrate effective leadership.

Develop and implement goals, objectives, policies, procedures, and work standards.

Review and analyze complex and technical information.

Draw valid conclusions and project consequences of decisions and recommendations.

Set priorities and meet deadlines.

Analyze situations and make quick decisions requiring sound judgment.

Prepare concise, comprehensive reports and budgeting.

Establish and maintain effective working relationships with those contacted in the course of work, including internal and external partners.

Communicate clearly and concisely, orally and in writing.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years of increasingly responsible experience in library or educational service program administration, including four years of supervision.

Education: Equivalent to a Master of Library Science Degree or a closely related field from an accredited college or university.

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SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment; ability to travel to various locations and make effective presentations to community groups, City Council, and City staff during day and evening hours; perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball, use standard office equipment; sit for prolonged periods of time; converse by telephone, in person, and to small or large groups and be clearly understood; read and comprehend technical and complex documents; safely lift and carry boxes, files, or materials weighing up to 35 pounds; interact with and make presentations to the public and all different levels of City staff and the community in a professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year

U535

Created May 2023

AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt