

ASSISTANT LIBRARY DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: The Assistant Library Director is responsible for administration and management of all the system wide support service areas of the Library: Administration, Technology Support, Collection Support and Volunteer Services. Administration includes: developing short- and long-range planning, overseeing management and coordination of budget preparation, presenting justification for budget requests and supplemental budget requests and monitoring budget expenditures for operational efficiency; interpreting policies and procedures and providing advice and assistance about those policies and procedures to staff, and monitoring of personnel evaluation system; participating in and leading various task forces and special projects; assisting the Library Director in accomplishing Library Department goals. Technology Support includes: management and coordination of library technology, developing short- and long-range planning, goals and objectives to assure the Library does not fall behind on future technology; planning for existing and future staffing equipment and materials needed. Collection Services Support includes: management and coordination of collection development, cataloging, processing, and receiving; budget preparation; presenting justification for budget requests and supplemental budget requests and monitoring budget expenditures for operation efficiency; and assisting in bid specification preparation and bid proposal evaluations for library materials contracts. Volunteer Services includes oversight of a division-wide volunteer program. This class performs related duties as required.

Distinguishing Features: Supervision is received from the Library Director through review of plans, budgets, programs, reports, and conferences concerning difficult or unusual problems. This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from a library school accredited by the American Library Association with a Master's Degree in Library Science. Extensive (5+ years) progressively responsible public library experience. Extensive (5+ years) supervisory and/or administrative experience.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Bilingual skills: ability to speak, translate, and write English and Spanish is desirable.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with the general public, other City employees, vendors, management, contractors, public officials, and assigned staff in order to provide, coordinate, develop, organize, and operate a public service. Instructs and trains subordinates, and on occasion, patrons and colleagues from other libraries regarding library procedures, plans, and developments. Prepares written documents such as annual and special reports, analyses of services, bid specifications, staffing structures, and performance appraisals to inform, train, analyze complex procedures, and evaluate performance.

Manual/Physical: Reviews the work product of others to ensure compliance with standard operating procedures or other standards and guidelines such as U. S. Superintendent of Documents, Dewey Decimal System, MARC Records, and/or Library of Congress. Inspects, monitors, and evaluates information, work-related conditions or objects (book cataloging and processing, reference questions, story hours, etc.) to determine compliance with prescribed operating, safety, and other standards, regulations, and guidelines, as indicated above. Operates a variety of standard office equipment to enter, find, or transmit information. Enters data or information into a personal computer (PC) in order to enter or find information, produce reports, prepare performance evaluations, etc. Prepares and updates schedules and graphs to provide adequate and up-to-date information related to area of assignment. Conducts and attends meetings.

Mental: Plans, organizes, and directs the activities of two or more major library services. Supervises and evaluates the work of subordinate personnel engaged in public and technical library service work. Prioritizes and assigns work to personnel and prioritizes own administrative and supervisory work. Resolves procedural, operational, and other work-related problems by assessing and prioritizing problems and work assignments, and gathering facts for analyses. Coordinates work activities and program functions with other City departments, other cities, or other agencies, joint training with Maricopa County Library Council, etc. Coordinates team activities in changing systems, policies, and procedures. Develops divisional, regional, or countywide policies and procedures, short- and long-term objectives, and other plans related to area of assignment. Conducts research and analyzes data (numerical, written reports, surveys, questionnaires) to improve, develop, or change a service. Performs mathematical calculations, statistical computations, financial and cost analysis, and related activities. Prepares or assists in preparing division or service program budgets. Comprehends and makes inferences from written material such as plans, policies, and procedures to guide the operation of a unit. Develops and implements cost-effective operating and maintenance procedures. Evaluates trends and needs for services, and manages the implementation of new programs and services.

Knowledge and Abilities:

Knowledge of:

the principles, methods, and practices of library administration;
managerial and supervisory methods;
the principles and methods of budget preparation and monitoring;
project management and control techniques;
the operational uses and capabilities of electronic library technology resources;
publishing, the book trade, and book review media; and
budgeting practices and procedures.

Ability to:

review projects in progress or upon completion to ensure conformance with plan;
recommend program priorities to the Library Director;
assist the Library Director in accomplishing Library goals and objectives;
perform a broad range of management responsibility over supervisory, professional, paraprofessional, and administrative support personnel;
delegate task of reviewing, or review and update working position descriptions and standards of performance for each staff member in service managed;
serve on the library's administrative council;
select new or replacement staff budgeted for assigned services;
assure timely communication of City and library information between assigned services;
exercise initiative in the improvement, development, and conduct of library services;
plan and implement system improvements in method, organization, procedure and administration;
communicate effectively and work cooperatively with other staff members;
manage the work of others through planning, organizing, instructing, motivating, and evaluating performance objectively;
develop and implement procedural and policy manuals;
conduct studies of problems of administrative concerns and make recommendations; and
clarify Personnel and Library rules, policies, and practices for library employees.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 7/15

TO/fl

CS5123.DOCX

PAY GRADE: 56

EEO-O/A

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-9410

JOB FCTN-ADM

SWORN-No

INCREMENTS 62-200