

## ASSISTANT LIBRARY DIRECTOR

### DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for functions and activities of the Library including Adult Services, Youth Services, Technical Services, Branch Services, and collection development; formulates District policies, goals, and directives; coordinates assigned activities and fosters cooperative working relationships with District departments, officials, community groups, and various private and public groups; provides highly responsible and complex professional assistance to the District Director in areas of expertise; serves as acting District Director in his or her absence; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the District Director. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

### CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Library's operations, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the District Director in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, District functions and activities, including the role of the Library Board of Trustees, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the District with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the District. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.*

- Assumes management responsibilities as assigned by the District Director. This encompasses Library programs, services, and activities including Adult Services, Youth Services, Technical Services, Branch Services, and collection development; plans and directs public services, support services, and other library functions; ensures Library operations are running effectively and efficiently.
- Develops, directs, coordinates, monitors, and ensures the implementation of strategic plans, goals, objectives, policies, procedures, priorities, and work standards for the District, in conjunction with the District Director; establishes, within District policy, appropriate budget, service, and staffing levels.
- Participates in the development and administration of the District's budget; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary; coordinates acquisition and administration of grants.
- Selects, trains, motivates, and directs District personnel; strives to create a positive work environment for staff; evaluates and reviews work for acceptability and conformance with department standards,

including program and project priorities and performance evaluations; works with employees to correct deficiencies; evaluates staff training needs and coordinates training and professional growth opportunities; recommends disciplinary action; approves personnel changes; responds to staff questions and concerns.

- Contributes to the overall quality of the District's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies best practices and opportunities for improvement; directs the implementation of change.
- Manages all aspects of collection development including, but not limited to, oversight of selectors, analysis of data to determine needs, weeding and replacement strategies, development of standards, and purchases of library materials.
- Coordinates programs and desk activities to meet current and future needs of the community; evaluates the effectiveness of Library programs and services.
- Represents the District to elected officials and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate; performs facilities planning functions.
- Negotiates contracts and agreements with library vendors; coordinates with department representatives to determine District needs and requirements for contractual services; oversees work performed by vendors.
- Attends, participates in, and makes presentations at meetings of the Library Board of Trustees, Friends of the Library, and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings, conferences, and other functions; stays abreast of new trends and innovations in the field of library operations and services; evaluates trends and makes recommendations to modify District processes and procedures accordingly.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned.
- Responds to inquiries and complaints from library patrons, community members, and the general public; assists with resolutions and alternative recommendations; greets and assists internal and external customers in a friendly, prompt, and accessible manner; creates positive experiences for library patrons by effectively and efficiently performing tasks; presents a positive image of the library in attitude, communications, and appearance while performing duties in both public and staff areas.
- Serves as a spokesperson for the District at a variety of community events, meetings, and other public relations activities; advocates for the District in the community; makes presentations to and works with community members regarding Library services; participates in and develops outreach efforts.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Principles and practices of contract management.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, responsibilities, and limitations of an elected Board of Trustees.
- Current library administration principles, organization, and procedures.
- Information technology related to the delivery of library services.
- Principles of change management.
- Theory, principles, and practices of modern library management including collection development and technical services.
- Methods and techniques of developing technical and administrative reports and business correspondence.
- Research methods and techniques.
- Federal, State, and local laws, codes, and regulations relevant to assigned areas of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the District.
- Prepare and administer budgets; allocate limited resources and achieve maximum public benefit in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and administrative support personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Apply common sense and logic in decision making.
- Gain cooperation through discussion and persuasion.
- Effectively manage workplace diversity issues in a diverse organization; understand, celebrate, and serve diverse groups of people.
- Foster a culture that encourages innovation.
- Assume responsibility for maintaining a safe working environment.
- Commit to the principles of intellectual freedom and equal access.
- Initiate, recommend, and carry out personnel actions.
- Hold self and others to the highest level of accountability.
- Maintain a personal commitment to providing exceptional public service.
- Prepare and deliver effective presentations before community groups, Board of Library Trustees, commissions, committees, and District staff.
- Effectively represent the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Equivalent to a master's degree from an accredited college or university with major coursework in library and information science or a related field.

Experience:

- Five (5) years of increasingly responsible professional library experience in a management or leadership capacity, including three (3) years of supervisory experience.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may encounter challenging interpersonal situations in the course of their work.

**WORKING CONDITIONS**

Occasional evening and weekend work may be required as job duties demand.