



JULY 2016
FLSA: EXEMPT

ASSISTANT LIBRARY SERVICES DIRECTOR

DEFINITION

Under administrative direction, assists in planning, organizing, managing, and providing general direction and oversight for all programs, activities, and services of the Library Department; participates in developing and implementing long-range strategic planning for the department; identifies and evaluates current and future community needs and develops and implements initiatives and changes to improve upon library services; serves as the staff liaison to the Library Commission; coordinates assigned activities with other City departments, outside agencies, and the public; fosters cooperative working relationships between the Library Department, Library Commission, and a variety of boards, committees, foundations, and community groups; provides highly responsible and complex professional assistance to the Library Services Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Library Services Director. Exercises supervision over supervisory, professional, technical, and clerical staff and volunteers through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is an Assistant Department Director classification in the Library Department. The incumbent oversees, directs, and participates in major activities and programs of the Library Department and is responsible for providing professional-level support to the Library Services Director in a variety of areas. Responsibilities include performing and directing many of the department's day-to-day administrative functions and assisting in short- and long-term planning, development, and administration. Successful performance of the work requires an extensive background as a professional librarian, as well as skill in coordinating departmental work with that of other City departments and public agencies. This class is distinguished from the Library Services Director in that the latter has overall management responsibility for all library programs, functions, and activities, and for developing, implementing, and interpreting public policy.

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 that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for major library services functions and activities, including administration, reference, and circulation services programs.
- Participates in the development and implementation of departmental goals, objectives, policies, and priorities; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Assists in managing and participates in the development and administration of the department's annual budget and grants; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal

reporting relationships; identifies opportunities for improvement and reviews with the Director; directs the implementation of improvements.

- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the Director.
- Serves as staff liaison and advises the Library Commission on issues, programs, and financial status of the department.
- Manages the Library's internship program; recruits graduate students to the program; develops curriculum and work assignments; conducts program evaluations and makes changes as needed.
- Coordinates with Peninsula Library System member agencies in assessing and responding to community needs; determines scope and nature of required library programs, collections, and services; participates in developing and coordinating long-term plan of services.
- Represents the City, department, and the Library Commission to other City departments 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.
- Participates in meetings with and makes presentations to the Library Commission, Library Foundation, Friends of the Library, and a variety of boards, committees, foundations, and community organizations; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of library services.
- Acts as the Library Services Director in his/her absence or as assigned.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.
- Public agency budgetary, contract administration, and administrative practices.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of library policies, programs, program planning and implementation, systems development, and library operational trends and practices.
- Principles, practices, procedures, techniques, and materials of professional library work, including library reference, collection development and management for adults, teens, and/or children, and/or other professional library programs and services.
- Principles, techniques, and procedures in cataloging, indexing, classifying, and organizing library materials.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Methods and techniques for the development of presentations and business correspondence.
- Research and reporting methods, techniques, and procedures.

- Recent technological, professional, and societal developments, current literature, and sources of information related to library services.
- Modern office practices and technology, including personal computer hardware and software applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to

- Recommend and implement goals, objectives, and practices for providing effective and efficient library services.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost effective manner.
- Administer complex, technical, and professional library services programs in an independent and cooperative manner.
- Develop plans, services, and programs to meet changing community needs and ensure that programs are consistent with best practices and optimize the use of technology.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively represent the City and the department 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.
- Establish and maintain a variety 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 deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- 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:

- Equivalent to a Master's degree from an accredited college or university with major coursework in library science, information science, or a related field
- Six (6) years of experience as a professional librarian, including two (2) years of supervisory or management experience.

LICENSES AND CERTIFICATIONS

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently 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 frequently bend, stoop, kneel, and reach to perform assigned duties, as well as 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 with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.