



Deputy Library Services Director

Purpose of the role:

Under administrative direction, assists the Library Services Director in planning, organizing, and directing the operations, programs, and services of the Library Services Department; assists in managing and directing Library services including reference, collection management, children and young adults, technical services, information technology, special collections, circulation services and branch operations and programs; provides highly responsible and complex administrative support to the Library Services Director; acts in the absence of the Library Services Director; and performs related duties as assigned.

Distinguishing Characteristics:

The Deputy Library Services Director is an assistant department director responsible for providing a full range of professional and administrative assistance to the Library Services Director in policy development, program planning, fiscal management, administration, and operational direction of all departmental functions. The incumbent is responsible for assisting in the development and accomplishment of department objectives and goals and accountable for ensuring effective program planning, systems and quality of operations. Responsibilities and assignments are broad in scope and require independent judgment on issues that are complex, interpretive and evaluative in nature.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Assists the Library Services Director in planning, organizing, controlling, integrating and evaluating the work of the Library Services Department; assists in the development, implementation, and monitoring of long-term plans, goals and objectives focused on achieving the department's mission and assigned priorities; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual department goals, objectives and work standards.
- Directs the selection, training, motivation, and evaluation of library staff; trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Coordinates library personnel issues in cooperation with the Human Resources Office including the development of job postings, class specifications, and recruitment advertisements; coordinates all personnel actions.
- Plans and evaluates the performance of managers and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends

compensation and provides other rewards to recognize performance; takes disciplinary action, up to and including termination, in accordance with the City's Personnel Rules and Regulations.

- Assists in the establishment of appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Provides leadership and works with managers and staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's mission and values.
- Participates in the development and monitoring of performance against the annual department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Assists in formulating and implementing library policy, programs and procedures including workload planning and assignments, space allocation, and equipment needs; assists with the planning and implementation of library expansion; studies and analyzes library systems and recommends improvements; prepares or directs the preparation of reports, studies, public relations material, press releases, newsletters, agendas, and correspondence; monitors developments related to library operations, evaluates their impact and recommends improvements.
- Provides assistance to managers and professional staff in resolving day-to-day problems and meeting goals and timetables; interprets library policy to staff and members of the public, exercising independent judgment and initiative.
- Coordinates assigned activities with those of other departments and outside agencies and organizations; represents Library interests at City and community meetings; represents the Library Services Director at City meetings as assigned including City Council meetings.
- Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Maintains current knowledge of new trends and innovations in the field of library science and information technology; attends and participates in professional group meetings; participates in professional development activities; reads publications relevant to area of assignment.
- Serves as Acting Library Services Director as assigned.
- Performs related duties as required.



The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a comprehensive library services program.
- Theory, principles and practices of modern library management including collections development and management.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of management, supervision, training, and performance evaluation.
- Current developments in librarianship and in managing the delivery of library services.
- Principles and practices of library science.
- Library policies, methods, and procedures.
- Administrative procedures as used in public libraries.
- Principles and practices of business data processing particularly related to the maintenance and processing of collections information and the delivery of library services.
- Library services related software and hardware.
- Pertinent federal, state, and local laws, codes, and regulations.

***Desired
Minimum
Qualifications:***

Ability to:

- Assist in the overall management and direction of a comprehensive library services program.
- Assist in the development and administration of departmental goals, objectives, and procedures.
- Exercise sound, expert independent judgment within general policy guidelines.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Perform difficult and complex analysis and research, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret library policies, resources, and services to the public.
- Prepare and administer large and complex budgets.
- Prepare clear, concise, and comprehensive administrative and technical reports.
- Read and interpret complex data, information, and documents.
- Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.
- Utilize standard office equipment including computers and related software applications.
- Understand, interpret, explain and apply applicable federal, state and local policies, laws and regulations.
- Establish and maintain effective working relationships with City officials, other governmental jurisdictions, community organizations

- and groups, employees and the general public.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Strategic Thinker
- Problem Solver and Decision Maker
- Planner and Organizer
- Interpersonally Effective
- Skill and Career Development Coach
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Master's degree from an accredited college or university with major course work in library science.

Experience:

Education and Experience Guidelines:

Eight years of increasingly responsible professional library experience including three years of supervisory, management and administrative responsibility.

Licenses; Certificates; Special Requirements:

A valid class C California driver's license.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical and Environmental Conditions:

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; lift, drag, and push/pull files, paper, books, and documents and material weighing up to 25 pounds; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; regular interaction with City officials, community organizations and groups, staff, patrons and the public.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: