



Assistant Library Director

Department/Division:	Library Services
Reports To:	Library Director
Provides Direction To:	
Exemption Status:	Exempt
Date Revised:	March 20, 2007
Pre-employment Drug Test Required:	NO

DEFINITION

Under the general direction of the Library Director, assists the director by assuming broad responsibility for the oversight of the branch libraries and departmental administrative functions; participates in the establishment of long-term development plans, staffing plans, and marketing and community relations programs; coordinates operations and projects with Library divisions and other City departments and library organizations; acts on behalf of the Library Director during absences; and performs related duties as assigned.

CLASS CHARACTERISTICS

This position has responsibility for daily operations and administrative functions. The Assistant Library Director exercises direct supervision over the Library Services Managers, Principal Librarian, and administrative support staff. The position is distinguished from the Library Director, which has greater interfaces with the Library Board of Trustees, City Council, private donors, and support groups, and reports directly to the City Manager. The Assistant Library Director has broader responsibility for all departmental operations, a larger span of supervisory control, and more varied grant administration and budgeting accountabilities than the Library Service Managers and Principal Librarian.

ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by employees in the class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties (shown in italics) are those that are least likely to be essential functions for any single position in this class.

1. Participates in the development and evaluation of departmental goals, division goals, and program priorities.
2. Assists in the creation, revision, and interpretation of administrative policies and procedures.

3. Acts as staff liaison to various citizen advisory committees, and support groups, and works with task forces and professional library associations to continually improve the delivery of library services and resources.
4. Assists in the development and management of the department annual budget, including capital improvement, general fund, and acquisition funds, and coordinates allocation decisions with division managers.
5. Plans, manages, and evaluates the work of division managers and administrative support staff; assists in resolving significant employee relations problems throughout the department.
6. Negotiates and administers contracts, trusts, leases, and professional services agreements.
7. Assists the Library Director in long-term planning for facility and program upgrades and in evaluating customer satisfaction with existing programs.
8. Coordinates the City's automation and technology programs involving State professionals, and library division management personnel and the Library Director; evaluates and prepares resources for hosting on department website.
9. Leads and oversees major projects, programs, and specialized studies.
10. Evaluates feasibility of major new library technologies and services and advises Library Director.
11. Completes and reviews a variety of statistical and administrative reports and completes major studies and reports that are filed with state library resource agencies.
12. Makes formal presentations and represents the library before the Library Commission, and various committees and boards, and the City Council.
13. Acts as Library Director as needed.

EMPLOYMENT STANDARDS

Education and/ or Experience:

Graduation from college with a Bachelor's degree in the social sciences, public administration, or a related field, is required. A Master of Science degree in Library Science is required. Six or more years of increasingly responsible professional librarianship experience, including employee supervision, administration, budgeting, community relations, resource acquisitions, and related work.

Knowledge, Skills, and Abilities:

Knowledge of theories and principles of library science; organization and management of a variety of library services, including acquisition, technical resources, on-line resources, reference services, adult and children's' programs, and related media and circulation needs; principles of employee motivation and leadership; internet library system and related software programs; customer service practices; principles and practices of supervision, training, and evaluation; budgeting practices; contract administration practices; research and surveying methods; interlibrary loan system; ability to plan, organize, direct and coordinate the work of management, supervisory, professional, technical, and administrative support personnel; select, supervise, train and evaluate staff; identify and respond to City Manager, and City Council issues, concerns and needs; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; research, analyze, and evaluate new service delivery methods, procedures and techniques; formulate and administer library administrative policies and practices; prepare and administer large and complex budgets; allocate limited resources in a cost effective manner; prepare clear and concise administrative reports; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and harmonious working relationships with staff, management, general employees, support groups, public and private representatives, general patrons, contractors, consultants, vendors, and other parties on behalf of the City.

Licenses, Certificates; Special Requirements:

A valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this class, the employee is constantly required to sit and frequently stand, walk, talk, and hear, both in person and by telephone; use hands or fingers to handle, touch, or operate standard office equipment; and reach with hands and arms. The employee occasionally reaches items above or below desk level, and lifts and carries records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

MENTAL DEMANDS

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret complex data; thoroughly analyze and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently; meet intense and changing deadlines given continual interruptions; and interact appropriately with staff, management, City officials, Boards, Commissions, contractors, consultants, and others encountered in the course of work.

WORKING CONDITIONS

The employee typically works in an office environment. The noise level is usually quiet. Occasional driving is required to attend meetings at branch libraries, City and County facilities, training sites, and public and private events. The employee may be required to work on weekends or during the evenings to coordinate or attend various events. There is limited exposure to dust, fumes, or odors, or similar hazards.