

ASSISTANT LIBRARY DIRECTOR

DEFINITION

Under administrative direction, assists in planning, organizing, managing, and providing administrative direction and oversight for major functions and activities of the County Library System, including budgets, programs, and contract service evaluations; assists in coordinating assigned activities with other County departments, divisions, and outside agencies; fosters cooperative working relationships among County departments, divisions, and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the County Librarian in areas of expertise; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the Assistant Department Director classification in the Library Services Department. The incumbent oversees, directs, and participates in major activities and programs of the County Library System and is responsible for providing professional-level support to the County Librarian in a variety of areas. Responsibilities include performing and directing many of the county library system'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 professional background as well as skill in coordinating departmental work with that of other County departments and public agencies. This class is distinguished from the County Librarian in that the latter has overall responsibility for all library programs, functions, and activities, and for developing, implementing, and interpreting public policy.

EXAMPLES OF DUTIES (Illustrative Only)

- Assumes management responsibility for major library services functions and activities, including administration, reference, children's services, technical services, and circulation services programs.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; 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 workload, administrative and support

systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the County Librarian; 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 County Librarian.
- Develops, recommends, and administers departmental operational policies and procedures; ensures compliance with Federal, State, and municipal Public Library laws, rules, and regulations.
- Prepares, completes, analyzes, and presents various reports, including Board of Supervisors agenda reports, staff reports, budget and staffing level recommendations and justifications, and related reports and other necessary correspondence.
- Assesses community needs; determines scope and nature of required library programs, collections, and services; develops and coordinates long-term plan of services.
- Coordinates library services activities with other libraries on a system-wide basis.
- Develops, administers, and evaluates service contracts; administers and evaluates activities and services provided by contractors.
- Serves as a liaison for the department with other County departments, divisions, and outside agencies; attends meetings in various locations; provides staff support to commissions, committees, and task forces; participates in community events and workshops that provide public information regarding library programs, projects, and services.
- Conducts a variety of organizational studies, surveys, investigations, and operational studies; recommend modifications to library services programs, policies, and procedures as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of library services; prepares press releases; makes presentations; promotes use of library services.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect County or departmental operations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Serves as acting County Librarian in his/her absence.
- 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, administrative practices, and general principles of risk management related to the functions of the assigned area.

- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Modern and complex principles and practices of library services program development, planning, and administration.
- Recent developments, current literature, and sources of information related to library services program planning and administration.
- Organization, objectives, program services and technology of a modern public library system.
- Current practices and procedures of the library profession, including availability of printed media and non-print informational services.
- 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.
- Library automation and informational retrieval systems.
- Library programs & services and their relationship to community needs.
- Nationally held standards for quality library services.
- Principles, practices, and techniques of public relations, community outreach, and service promotion.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the County in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

Skill in:

- Assisting in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Assisting in preparing and administering large and complex budgets, allocating limited resources in a cost effective manner.
- Interpreting, applying, explaining, and ensuring compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Selecting, training, motivating, and evaluating the work of staff and training staff in work procedures.
- Coordinating, directing, and implementing library services programs suited to the needs of the community.
- Eliciting community and organizational support of library services programs; presenting material to the public.

- Researching, analyzing, and evaluating new service delivery methods, procedures, and techniques.
- Effectively administering special projects with contractual agreements and ensure compliance with stipulations.
- Conducting effective negotiations and effectively representing the County and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Preparing clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conducting complex research projects, evaluate alternatives, making sound recommendations, and preparing effective technical staff reports.
- Establishing and maintaining a variety of filing, record-keeping, and tracking systems.
- Organizing and prioritizing a variety of projects and multiple tasks in an effective and timely manner; organizing own work, set priorities, and meeting critical time deadlines.
- Operating modern office equipment including computer equipment and specialized software applications programs.
- Using English effectively to communicate in person, over the telephone, and in writing.
- Using tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establishing, maintaining, and fostering positive and effective working relationships with those contacted in the course of work.

Other Requirements:

Possession of or ability to obtain by date of appointment, a valid California driver's license.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Equivalent to a Master's degree from an accredited college or university with major coursework in Library Science or a related field and six (6) years of management and/or administrative experience in professional public library work, including at least two (2) years of administrative work experience equivalent to a branch librarian/manager.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing 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 weighing 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 interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.