

ASSISTANT LIBRARY DIRECTOR

DEFINITION

Under the direction of the Library Director, assists in planning, directing, implementing, and overseeing the operations of the Monterey County Library system including analysis and evaluation of automated systems; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Library Director; and, performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The incumbent in this position exercises independent judgment in developing, implementing, and managing the programs, services, and activities of the Monterey County Free Library system within the scope of Library System policy.

Assistant County Librarian is generally distinguished from the next higher class of County Librarian by the latter's overall responsibility for the direction and executive management of the County Library, its funding, and community relations.

The Assistant Library Director is distinguished from the next lower class of Managing Librarian by the former's scope of responsibility for assisting in overall Library System executive management, while the latter is responsible to management of a library region plus one or more system-wide programs.

EXAMPLES OF DUTIES

Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time. Typical duties may include, but are not limited to the following:

1. Plan, organize, and control County library operations, services, programs and activities; establish and maintain departmental timelines and priorities; participate in strategic planning; ensure optimal allocation of library resources; prepare and monitor library performance measures; comply with established laws, codes, regulations, policies and procedures.
2. Coordinate, direct and evaluate assigned personnel and other resources to meet County library needs and ensure smooth and efficient Department activities; develop and implement departmental training activities; oversee the development and implementation of library services to include branch management and automation; manage the operation and maintenance of County branch libraries, bookmobiles and related services.
3. Direct activities to ensure proper maintenance of county-wide library collections to include acquisition, receipt and distribution of library materials county-wide; coordinate library resource-sharing activities and direct inter-library loan activities.

4. Deploy and coordinate the implementation of new services or programs.
5. Participate in the review, analysis and implementation of new automated systems, equipment and technologies; maintain current knowledge of programs, products and services related to automated systems and technologies.
6. Participate in the preparation and review of the Library budget, hiring and personnel management, and facilities planning and maintenance.
7. Direct the preparation and maintenance of a variety of narrative and statistical records as well as provide technical information and assistance to library management, staff and outside groups/individuals about library services and programs.
8. Enhance personal and subordinate professional development through participation in professional organizations and attendance at professional conferences and workshops; conduct meetings, workshops and special events as assigned; represent the library on county-wide committees as needed; coordinate with Friends of the Library groups system-wide and the Foundation for Monterey County Free Libraries.
9. Serve as County Librarian in her/his absence.

MINIMUM QUALIFICATIONS

Knowledge and Skills:

Thorough knowledge of:

1. Library operations and organization, including services, activities, staffing, facilities, and equipment.
2. Principles and practices of library science.
3. Reference sources and methods and other information-acquisition methods.
4. Advanced collection development principles and strategies as well as tools for selection.
5. Principles and practices of supervision, training, and performance evaluation.
6. Public library philosophy and practice, and professional ethics and obligations.

Working knowledge of:

1. Principles and practices of program development and administration.
2. Principles and practices of municipal budget preparation and administration as applied to a library system; and, public library funding sources.
3. The publishing industry including standards and practices.
4. Library automation principles and practices, computer equipment systems and software.
5. Popular literature, and web and social media resources.

Some knowledge of:

1. Federal, State, and local laws, codes, and regulations related to library services and personnel administration.

Skill and Ability to:

1. Develop, organize, plan and coordinate operating procedures and information programs.
2. Select, supervise, train, and evaluate staff; and oversee, direct, coordinate and motivate the work of others.
3. Conduct accurate and thorough research and analysis, identify alternative solutions, project consequences of proposed actions, implement recommendations, and prepare clear and concise administrative and financial reports.
4. Administer large program budgets.
5. Analyze, assess, and address community needs related to the Library System and recommend plans for modifying or extending library services.
6. Research, analyze, and evaluate new service delivery methods and techniques.
7. Interpret library policies and procedures to the public and support staff.
8. Design and deliver effective public relations and publicity presentations. Develop materials for media and community publications.
9. Interpret and apply Federal, State, and local policies, laws, and regulations related to library services and personnel administration.
10. Communicate effectively, clearly and accurately, both orally and in writing.
11. Operate a personal computer with standard software, such as Word, Excel, PowerPoint and learn specialized library software systems such as Polaris. Operate standard office equipment.
12. Establish and maintain effective working relationships with other employees and the general public.
13. Communicate a warm and welcoming public attitude and spirit of service.
14. Work Library System's schedule of hours.
15. Transport self throughout Library System.

Desirable Qualifications

1. Knowledge at the baccalaureate level of a literature other than American.
2. Fluency in Spanish.

REQUIRED CONDITIONS OF EMPLOYEMENT

As a condition of employment the incumbent will be required to:

Possess a valid California driver's license and a safe driving record; or the ability to provide suitable alternate transportation that is approved by the appointing authority.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

The knowledge, skills and abilities listed above may be acquired through various types of experiences, education or training. A typical way to acquire these required knowledge and skills is listed below:

Master of Library Science degree from a program accredited by the American Library Association.

AND

Five years of increasingly responsible experience in a professional level library position, including three years of experience at the supervisory or management level.

AND

Competency and experience in two of the following library service areas: Reference Services, Adult Services, Children’s Services, Technical Services or Technology.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

1. Ability to sit for approximately 6 hours per day performing assigned duties such as in meetings or at a computer terminal
2. Ability to walk approximately 2 hours per day to organize the efforts of others and oversee library operations
3. Physical strength to lift materials weighing up to approximately 25 pounds on occasion and to lift, reach, bend and carry meeting materials, displays, etc.
4. Ability to perform coordinated, skillful movements of fingers, hands or arms in order to use a personal computer and drive a motor vehicle
5. Hear, speak and see sufficiently to function in a typical office environment.

CLASS HISTORY

Class Code: 12C04
 Established Date: 12/2013
 Revised Date:
 Former Title:

CLASS DATA

Bargaining Unit: Y
 EEO Category: OA
 Work Group: 01
 Worker’s Comp. Code: 8810

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/s/ Kim Moore

 Human Resources Department

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 Date