

Palos Verdes Library District

Deputy Director – Library Services

Salary Range: 75

Non-Represented Management, At Will

Last Reviewed: April 5, 2016

PURPOSE

The Deputy Director – Library Services provides complex support to the District Director and plans, directs and manages the District's library service functions including Adult Services, Circulation/Branch Operations, Digital Library Services, Marketing, Technical Services, Volunteers, and Young Readers Services. The Deputy Director – Library Services develops, recommends, and manages the implementation of goals, objectives, policies, procedures, and standards and supervises and evaluates the work of management, professional, technical and clerical staff.

This classification is designated as "at will" and the incumbent serves at the discretion of the District Director and is subject to discharge without cause and without right of appeal.

EXAMPLES OF ESSENTIAL 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.

Management and Leadership

- Provides management and leadership to assigned staff.
- Participates in the planning, development, and implementation of the District's goals, objectives, policies, procedures and work standards. Ensures compliance with the District's policies and procedures within assigned areas of responsibility.
- Plans and directs the work of library staff and volunteers including selecting, training, assigning, counseling, reviewing and evaluating work performance, and recommending or implementing disciplinary action.
- Promotes productive employee and labor relations. Participates in joint labor-management meetings and processes. Provides input on bargaining strategies. May participate in labor contract negotiations.
- Ensures effective communications with assigned staff and volunteers and with colleagues to convey information, resolve problems, and discuss and clarify new and/or established policies and practices.
- Coordinates training programs including staff orientation and in-service training.
- Establishes and maintains effective relationships with the Peninsula Friends of the Library and other relevant charitable and community organizations.

Library Services and Programs

- Analyzes library operations, services and programs to evaluate their impact, recommends improvements, and determines the most efficient and effective assignments of staff.
- Monitors current trends, technology, and innovations in public library services and operations and updates library services and programs as appropriate. Participates in the planning for library facilities and technology to meet the evolving needs of the community and to reflect innovations in library services and technologies.
- Coordinates the marketing and promotion of library services and programs.
- Represents the District at civic, professional, and other meetings and on community and professional boards, commissions, and committees.
- May act as the District Director in his/her absence and may represent the District management at Board of Library Trustees or other public meetings.

Administration

- Manages the preparation and administration of the budget for assigned areas of responsibility. Recommends allocation of funds and monitors expenditures to ensure adherence to the approved budget.
- Manages contracted services.
- Prepares grant applications and monitors grant-funded projects.
- Responds to inquiries, suggestions, and concerns from the public or employees and follow through with appropriate actions.
- Prepares, reviews, and presents reports on library programs and activities.

Perform additional duties as assigned.

Qualifications Guidelines:

Knowledge, Skills, and Abilities

Knowledge of:

- Principles, practices, and procedures of public library administration, organization, objectives, program planning, system development and service delivery.
- Principles and practices of administration and management including goal-setting, program and service development, and work planning and organization.
- Principles and practices of effective employee supervision including selection, training, work evaluation, discipline, and applicable laws and regulations.
- Principles and practices of financial management including budget preparation and administration of contracts.
- Principles and practices of employee and labor relations including effective communications, conflict resolution, and collective bargaining.
- Applicable federal, state, and local laws codes and regulations.

Ability to:

- Work collaboratively as a member of PVLD's executive leadership team to establish and achieve long-term goals and objectives, create a collaborative, high-performance workplace culture, and deliver excellent customer service.
- Identify and analyze community needs and desires, and respond with appropriate library services and programs.
- Plan, organize and direct the full range of library services and programs including Adult Services, Circulation/Branch Operations, Digital Library Services, Marketing, Technical Services, Volunteer support, and Young Readers Services.
- Select, train, manage, review, motivate, and evaluate the work of management, professional, technical, and support staff.
- Effectively manage and direct the work of staff in order to accomplish complex tasks.
- Exercise good judgment in organizing work and setting priorities, managing multiple projects and initiatives, and adjusting priorities and work plans in response to changing needs and situations.
- Prepare, administer, and monitor a sizeable budget and anticipate budgetary needs.
- Build constructive relationships with employees, peers, volunteers, library support groups, library patrons, community members, and external organizations.
- Represent PVLD in community and professional meetings and forums.
- Communicate effectively both orally and in writing.

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:

Masters degree in Library Science or equivalent from an American Library Association (ALA) accredited college or university. Six (6) years of increasingly responsible professional library experience preferably in a public library, including four (4) years of management responsibility.

License:

Must possess and maintain a valid California class C driver's license and have a satisfactory driving record.

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 District 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 in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter 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. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 25 pounds.

Environmental Elements

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.

Working Conditions

Required to work flexible schedules including evenings, weekends, and holidays.