CITY OF SANTA CRUZ

ASSISTANT DIRECTOR OF LIBRARIES

Reports to: **Director of Libraries**

Supervises: **Various library support staff and/or Librarians I/II, III, and IV**

Bargaining Unit: Management

BASIC FUNCTION

Under administrative direction, assists the Director of Libraries in planning, directing, managing, and overseeing the activities and operations of the Santa Cruz City-County Library System including personnel administration; assumes responsibility for overall collection development and management activities; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Director of Libraries; and, performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Assistant Director of Libraries is distinguished from a Librarian IV by the former's scope of responsibility for assisting in overall Library System management. The incumbent in this position exercises maximum independent judgment in developing, implementing, and managing the programs, services, and activities of the Santa Cruz City-County Library System within the scope of Library System policy and is the system-wide administrator and advisor for personnel and employee relations issues, including recruitment, training, worker's compensation, disciplinary issues and grievance resolution.

TYPICAL DUTIES

Duties may include, but are not limited to the following:

- Assists the Director of Libraries in planning, directing, managing, and overseeing the activities and operations of the Santa Cruz City-County Library System; participates in the development and implementation of Library System goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
- Oversees the Library System's personnel administration programs, including recruitment and selection of staff, performance appraisals, and worker's compensation services and activities; coordinates recruitment, selection, and other employment-related activities with the City's Personnel Department.
- Establishes appropriate service and staffing levels and monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.

- Plans, directs, and coordinates, through subordinate level staff, the work plan for assigned service areas; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with staff to identify and resolve problems.
- Assesses and monitors work load, administrative and support systems, and organizational structure; directs and implements changes, including staffing patterns and hours of operation.
- Responsible for overall collection development and management activities; supervises and coordinates community needs assessment and collection development by librarians; oversees and directs the evaluation of collections to weed outdated, unused, and worn-out materials; trains selection librarians on new ordering tools, acquisition software, purchasing, weeding, mending, and related matters.
- Trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; implements discipline and termination procedures.
- Assists in the development and administration of the Library Systems budget and in the forecasting of funds needed for staffing, equipment, materials, and supplies; oversees book and media budget, including appropriate allocation of monies among selection librarians and subject areas; approves expenditures and implements budgetary adjustments.
- Represents the Library System to and coordinates assigned activities with other departments, elected officials, and outside agencies; participates in community meetings and conferences as the representative of the Library System; serves as staff liaison to the Friends of the Santa Cruz Public Libraries; explains Library System programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Provides highly responsible staff assistance to the Director of Libraries; conducts a variety of organizational and operational studies and investigations.
- Develops, implements and manages special projects and programs as assigned.
- Oversees and participates in record maintenance and the preparation and presentation of reports and other correspondence; directs the development of forms and brochures for staff and the public.
- Attends professional group meetings; stays informed of trends and innovations in the field of library science and public administration.
- Serves as Director of Libraries in her/his absence.

MINIMUM QUALIFICATIONS

Knowledge and Abilities

Thorough knowledge of:

- library operations and organization, including services, activities, staffing, facilities, and equipment.
- principles and practices of library science.
- reference sources and methods and other information-acquisition methods.
- advanced collection development principles and strategies as well as tools for selection.
- principles and practices of supervision, training, and performance evaluation.
- public library philosophy and practice, and professional ethics and obligations.

Working knowledge of:

- principles and practices of program development and administration.

- principles and practices of municipal budget preparation and administration as applied to a library system; and, public library funding sources.
- the publishing industry including standards and practices.
- library automation principles and practices, computer equipment systems and software.
- American literature.

Some knowledge of:

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

Ability to:

- develop, organize, plan and coordinate operating procedures and information programs.
- select, supervise, train, and evaluate staff; and oversee, direct, and coordinate the work of others.
- 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.
- prepare and administer large program budgets.
- analyze, assess, and address community needs related to the Library System and recommend plans for modifying or extending library services.
- research, analyze, and evaluate new service delivery methods and techniques.
- interpret library policies and procedures to the public and support staff.
- design and develop effective public relations and publicity materials for media and community publications.
- interpret and apply Federal, State, and local policies, laws, and regulations related to library services and personnel administration.
- communicate effectively, clearly and accurately, both orally and in writing.
- operate office equipment including computer equipment related to library automation.
- establish and maintain effective working relationships with other employees and the general public.
- communicate a warm and welcoming public attitude and spirit of service.

- Willingness to work Library System's schedule of hours.
- Willingness to transport self throughout Library System.

Education and Experience

Any combination of education and experience that provides the knowledge, and abilities shown above is qualifying. A typical way to obtain these requirements would be:

- Master of Library Science degree from a program accredited by the American Library Association.
- Five years of increasingly responsible experience in a professional level library position, including three years of experience at the supervisory or management level.
- Competency and experience in two of the following library service areas: Reference Services, Adult Services, Children's Services, Technical Services or Technology.

Licenses

Possession of 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.

DESIRABLE QUALIFICATIONS

- Knowledge at the baccalaureate level of a literature other than American.
- Fluency in Spanish, an Asian language or sign language.

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