

COUNTY OF SOLANO

ASSISTANT DIRECTOR OF LIBRARY SERVICES

Est. 4/99
CSC exempt

DEFINITION

Under direction, assists in planning, organizing and directing, through subordinate managers and supervisors, activities and services of the Solano County Library; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class provides professional and administrative assistance to the Director of Library Services in planning, organizing and directing services and programs for the Solano County Library. The incumbent is accountable for ensuring effective program planning, systems and quality of operations for library services and staff in addition to directing day-to-day library operations. Incumbent also is responsible for budget preparation and facilities management. This class is distinguished from the Director of Library Services in that the latter has overall management responsibility for library activities and services.

EXAMPLES OF DUTIES

1. Assists in developing and implementing goals, objectives, policies, procedures and work standards for the library department; assists in the recruitment, selection, development and evaluation of staff.
2. Assists in formulating and implementing library policy, programs and procedures, including workload planning and assignments, computerization and technology services, physical space allocation and equipment needs; establishes specific procedures for delivery of services.
3. Provides assistance to management and supervisory staff in resolving daily problems and meeting goals and objectives; manages day-to-day library activities.
4. Prepares the departmental budget based on need and goals of the library; monitors internal expenditures to ensure service goals are met; makes budget presentations to various library boards and commissions.
5. Studies and analyzes library systems and recommends improvements; assists in establishing collection development and materials selection policies.
6. Prepares or directs the preparation of reports, studies, public relations material and correspondence.
7. Confers with representatives of other County departments, other cities in the county and private contractors in arranging for goods and services.

8. Represents the Director and the library at meetings, conferences and similar functions.
9. Assists in interpreting policies and procedures to staff; assists in setting work priorities and coordinating and scheduling assignments.
10. Monitors professional and technical developments related to library operations, evaluates their impact and recommends improvements.
11. Participates in professional association activities; may serve on boards and committees with national or state-wide impact.
12. Acts in the capacity of department head in the absence of the Director of Library Services.

QUALIFICATION GUIDELINES

Education and/or Experience

Graduation from an American Library Association accredited university with a Master's degree in Library Science or Library and Information Science and four years of supervisory or administrative experience which has included the administration of library programs and services and supervision of professional and technical staff coupled with extensive education, training or additional experience in public administration including budget, planning, evaluation and implementation of services which demonstrates possession of and competency in requisite knowledge and abilities.

Knowledge/Abilities

Thorough knowledge of principles and practices of professional library objectives, organization, program planning, collection development and technical services; administrative principles and methods, including goal setting, program development, work planning and organization, and personnel management; knowledge of theory and philosophy of library services; budgetary principles and practices; applicable laws and regulations; and information systems and automation as applied to library activities.

Ability to plan, organize, administer, review and evaluate the work of professional and paraprofessional library staff; coordinate assigned programs and services with other County departments and outside organizations; assist in developing, implementing and interpreting goals, objectives, policies, procedures, work standards and internal controls; analyze complex administrative problems, evaluating alternatives and recommending effective courses of action; establish and maintain effective working relationships with individual citizens, community groups and other public agency representatives; prepare clear and concise reports, correspondence and other written materials; exercise sound independent judgment within established guidelines; work closely with other library management team members to provide comprehensive services for patrons and solve a broad range of service delivery, programmatic and administrative problems.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid class C California driver's license is required.

Independent travel is required.

Director of Library Services Date

Director of Human Resources Date

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