

## COUNTY OF SOLANO

### DEPUTY DIRECTOR OF LIBRARY SERVICES

Rev. 4/06  
CSC Exempt

#### **DEFINITION**

Serves as Deputy Director over Public Services and/or Support Services for the county-wide library system; plans, organizes and manages the day-to-day operations of the assigned divisions; participates in the development, implementation, and evaluation of administrative policies and procedures; develops programs and budgets; serves as a member of the department's senior management team. Member is a member of the Executive Management Group.

#### **CLASS CHARACTERISTICS**

This class is characterized by the ongoing management responsibility over divisions of the Department of Library Services through subordinate managers and supervisors. Incumbents may be assigned responsibility for public services or support services for the county library system. Employees participate in the development and implementation of goals, objectives, policies, priorities and performance standards for the assigned programs. Incumbents are expected to exercise discretion in applying general goal and policy statements, and ensure that assigned activities are completed in a timely and efficient manner consistent with defined policies and regulations. Employees are responsible for resolving organizational and service delivery problems. This classification is distinguished from the Library Branch Manager in that the latter has responsibility for the management of a regional library or a number of small branch libraries. This class is distinguished from the Assistant Director of Library Services in that the latter assists the Director in overseeing all operational aspects of the library system. This class may act as Director and/or Assistant Director in his/her absence as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Assistant Library Director.

Exercises supervision over managers, supervisors and professional staff and office support staff; sets standards for divisions.

#### **EXAMPLES OF DUTIES** –*Duties may include but are not limited to the following:*

Manages, plans, organizes and directs the operation of organizational divisions through subordinate managers and supervisors; ensures coordination and fiscal control in the delivery of direct services and support activities; ensures compliance with state and local rules, regulations and policies; establishes standards for quality service operations.

Oversees the work of management, supervisory, professional and office support staff; responds to personnel issues; addresses employee concerns and problems; counsels, disciplines, organizes, prioritizes, and assigns work; confers with subordinates to review and monitor operations, employee performance and other administrative matters; is responsible for a variety of personnel activities including employee performance evaluations, training, selection and disciplinary actions; and resolves the most complex problems.

Acts as liaison with various County officials, community groups; other public agencies and representatives of local businesses to explain departmental functions, policies and procedures; may make presentations before the Board of Supervisors, local government agencies, community groups and professional organizations; consistently uses independent judgment.

Participates in the development of overall department budget; assumes significant responsibility for the preparation and administration of the division assigned budgets monitors expenditures; prepares and submits reports on operational effectiveness.

Visits branches to monitor and insure effective delivery of services; monitors professional and technical development related to library operations, evaluates their impact and recommends improvement;

Writes grant proposals, monitors and ensures program compliance and reports to funding agencies.

Serves as advisor to department head on technology-related and/or public service matters; evaluates operational and administrative policies of the department; assists in developing, implementing, and evaluating policies and procedures to facilitate effective service delivery and management control; plans and conducts studies of administrative and operational activities; develops reports and recommendations for appropriate action based on an analysis of gathered data.

Develops, interprets, determines, and communicates appropriate application of policy and operational procedures; conducts staff meetings and ensures appropriate communication throughout the assigned divisions.

Provides highly responsible administrative support to the Library Director; supports controversial positions; investigates and resolves sensitive issues; responsible for monitoring and establishing business procedures to ensure customer service and satisfaction; conducts special studies and convenes special committees; acts on behalf of the Library Director as assigned.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services and activities of a comprehensive public library.

Organizational management practices as applied to the analysis and evaluation of library programs, policies and operational needs; modern and complex principles and practices of library program development and administration; library science theory, principles and practices and their application to a variety of library services and programs.

Current trends in electronic information technologies and potential implications for public library services.

Community resources including businesses, social service agencies and professional organizations and their functions and potential grant sources.

Current trends in book publishing.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws, codes and regulations.

**Skill to:**

Operate office equipment including a personal computer, copy and fax machines and printers.

**Ability to:**

Plan, organize and direct the operations of the support or public services divisions of a multi-branch public library system and related activities.

Develop and implement operating policies and procedures; assist in developing program objectives and in evaluating procedures; identify and analyze administrative problems and implement operational changes.

Secure cooperation and teamwork among staff.

Collect and analyze data to establish/identify needs and evaluate program effectiveness.

Understand and analyze budget and expenditure reports; prepare budgets, funding proposals and narrative and statistical reports.

Interpret political and administrative direction and incorporate into operational policy and procedure.

Understand, interpret, explain and ensure compliance with laws, regulations and policies governing Public Library services operations; understand program objectives in relation to County and departmental goals and procedures.

Make decisions and independent judgments.

Communicate effectively both verbally and in writing.

Establish and maintain cooperative working relationships with representatives of community organizations, boards and commissions, library agencies and other County Departments.

Supervise, coordinate and evaluate the work of a multi-discipline staff engaged in library automation, branch and technical services management and/or other support activity; effectively delegate responsibility and authority to others; secure cooperation and teamwork among professional and/or support staff.

## **EXPERIENCE AND EDUCATION/TRAINING**

### **Experience:**

Four years of progressively responsible supervisory experience providing library services and related activities including budgeting and planning/evaluation of services including two years in a library management position.

### **Education/Training:**

A Master's Degree in Library Science is required from an accredited college or university.

## **SPECIAL REQUIREMENTS**

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

## **SUPPLEMENTAL INFORMATION**

Independent travel will be required.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions.

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**Donald W. Turko**  
**Director of Human Resources**

**Established Date:** April 2006

**BOS Date:** April 11, 2006