

HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

City Council
12/16/08

TITLE: ASSISTANT LIBRARY DIRECTOR (NON-CLASSIFIED)

DEFINITION

Under general supervision, plans, manages, and coordinates City of Riverside Public Library operations, activities, and personnel. This is second in command, responsible for the day to day operations within the Library Services series. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

DISTINGUISHING CHARACTERISTICS:

This is the assistant director classification in the library professional series. The incumbent is expected to assist in the overall responsibility for all facets of a municipal library program including assisting with establishing general direction, goals and priorities. The incumbent works under general direction of the Library Director and exercises independent judgment in the performance of a variety of professional, complex and difficult duties. The incumbent is expected to have a positive customer service attitude and build pride among staff through training and team building.

REPORTS TO: Library Director

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Library Director and administrative guidance from the Library Board of Trustees

Exercises direct supervision over professional staff and through subordinates, para-professional, and clerical staff.

EXAMPLES OF DUTIES

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

- Oversees, manages, and coordinates City library programs, services, and activities including collections development and management, reference services, circulation, cataloging, programming, and technical services.
- Ensures the effective utilization of library resources and the delivery of quality library programs and services to the community.
- Supervises the day to day operations of the City's library system; liaises with library management personnel regarding service issues and requirements.
- Participates in developing and implementing departmental goals, objectives, processes and procedures.
- Develops new procedures to enhance the overall effectiveness of library services; implements new procedures and updates existing procedures as required.
- Coordinates with departmental staff to translate the Library's strategic plan, goals, and objectives into viable programs and services.
- Hires, trains, supervises, and monitors the performance of assigned personnel.
- Plans, coordinates, and delivers staff training and professional development activities.
- Initiates and assigns work projects, duties, and tasks to staff; monitors workflow.
- Monitors and ensures compliance with departmental policies and procedures.
- Assists in developing and preparing the departmental budget; forecasts revenue, expenses, and funds required for staffing, equipment, materials, and supplies; monitors and approves expenditure.

- Writes grants and monitors the utilization of grant funding.
- Participates in the planning of new, remodeled and/or expanded library facilities.
- Coordinates collection development activities; oversees the development of comprehensive collection development plans.
- Ensures the development of a well-rounded collection by overseeing and monitoring library selections, books, and materials; coordinates materials purchasing lists.
- Supervises the rotation of Main Library displays and the purchase of related display materials.
- Participates in library automation project planning; serves as Library Project Manager in relation to automation upgrades and/or the installation of new software modules.
- Coordinates the Library's participation in community outreach activities and city-wide events such as volunteers, Friends of the Library, and Board of Library Trustees groups; promotes partnerships with other City departments, local businesses and educational institutions.
- Attends and participates in a variety of library related meetings; serves as a representative of the Library as required.
- Acts on behalf of the Library Director in his/her absence; responds to media and customer inquiries and/or complaints.
- Performs other duties as assigned or required.

QUALIFICATIONS

Knowledge of:

- Principles of public library administration, budget preparation and administration including the operation of City government and citizen advisory boards.
- Municipal library operations, programs and services.
- Processes for identifying community requirements for library services.
- Current trends in the field of library and information science.
- Collection development, cataloging, circulation, and referencing techniques.
- Community outreach activities and methods for promoting library services
- Supervisory principles, practices, and methods.
- Principles and practices of organization, administration, budgeting and personnel management.

Ability to:

- Manage and coordinate public library operations, programs, and services.
- Assist in developing library plans, goals, objectives, and procedures.
- Research, analyze and develop public library collections.
- Identify and develop library programs/services based on the requirements of the community.
- Conduct community outreach activities and promoting library programs/services.
- Communicate clearly and concisely orally and in writing.
- Prepare and deliver comprehensive reports and presentations.
- Read and interpret complex written materials including applicable laws, rules, and regulations.
- Establish and maintain effective working relationships with employees, City departments/officials, outside agencies, community groups, and the general public.

Education and Experience:

Any combination equivalent to the experience and education that could likely provide the required knowledge abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Possession of a Master of Library Science.

Experience: Five years' of progressively responsible professional public library administration experience in the management of a group library facilities or serving as a manager over a major service or functional area.

MEDICAL CATEGORY: Group 1