CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Deputy Library Director** **E-PLAN SG:E2-11**

DEPARTMENT: **Library** **CS:N FLSA:N EEO4CODE:OA**

JOB SUMMARY:

Assists the Director in developing and carrying out plans, programs, budgets, policies, procedures, and initiatives of the Library. Leads and directs the development of service goals in support of the mission, vision, and strategic priorities of the Department. Oversees materials budget and monitors selection process for materials in all formats. Supervises the work of assigned staff, provides leadership and direction, and ensures that service outcomes are met, projects and programs are accomplished, and revenues and expenditures are within guidelines. Plans and oversees staff development program. Works collaboratively with other departments, external agencies, community groups and the public to appropriately plan for and guide Library service to the community.

SUPERVISORY RELATIONSHIP:

Reports to Library Director. Works independently to provide supervision, guidance and direction to assigned staff. Supervises all Librarian I and Librarian II staff, Adjunct Librarians, and other library staff as assigned. Acts in responsible charge in the Director's absence. Serves as member of the Library management team. Works collaboratively with all Department staff, partner library and City staff, and the community.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Assists with general library management. Plans, organizes, controls, evaluates, and carries out specific defined projects that implement the strategic priorities of the Library. Develops and implements community-library initiatives that impact overall library service to the community.

2. Develops and/or reviews Department policies and procedures. Makes effective recommendations and oversees implementation.

3. Compiles regular reports concerning Library activities. Reviews and monitors service outcomes on a regular basis. Creates and implements changes to ensure goals are met.

4. Provides direct oversight of the Librarian team. Supervises Librarian 1 and Librarian 2 staff, Adjunct Librarians, and other library staff as assigned, in compliance with City and Library policies and procedures. Hires and oversees staff, reviews work, and manages performance, including appropriate training, regular performance appraisals, and administering corrective action.

5. Oversees Materials Selection functions including strategic planning for the library's collection and resources, management of the materials budget and monitoring selection process for materials in all formats. Develops projections and forecasts to assist in long-and short-range planning; recommends budget adjustments; authorizes and monitors departmental expenses.

6. Plans and oversees library-wide staff development program to ensure highly trained workforce. Monitors training schedule and implements new training protocols.

7. Represents the Department internally and externally. Presents reports, recommendations, budgets, issues for resolution to library board, management team, Friends of the Library, department heads, and City Council. May represent the department director at public meetings of citizens or special interest groups, legislative hearings and other public settings. Serves on boards and committees.

8. Assists in preparation of the Department's budget and recommends revisions to operating procedures and/or expenditures.

9. Provides leadership, motivation, and guidance to Library management team, Librarian team, and other work teams. Acts as a professional resource to management and employees. Keeps current in new developments in the field through professional membership, attendance at conferences, networking with other professionals, research and reading. Uses this contemporary knowledge for program, work system, and service delivery improvements.

10. Develops and prepares reports and recommendations for Department and library board. Includes summarizing data and statistics, analyzing findings.

ADDITIONAL WORK PERFORMED:

1. Assumes full administrative responsibility in absence of the Director.

2. Participates in labor management negotiations as assigned.

3. Manages grants, sponsorships, partnerships, and donor relations as assigned.

4. Responds to customer suggestions, comments, and complaints.

5. Provides Help Desk assistance as needed.

6. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Principles, best practices, and current and emerging trends in library service and administration.
- City personnel policies and procedures and employee labor contracts.
- Federal and state laws and statutes as applied to libraries and personnel.
- Trends, innovations, and developments in public library management and customer service.
- Technical and managerial resources related to field of work.
- Budget preparation and maintenance.
- Issues and events relevant to the City of Bellingham and Whatcom County.
- Electronic resources, including ILS platforms and database information retrieval.

Skill in:
- Management skills including leadership, supervisory skills, management control, problem analysis and decision making, planning and organizing, interpersonal sensitivity, adaptability/flexibility, stress tolerance and time management.

- Excellent communication and interpersonal skills for interaction with co-workers, supervisors, managers, other City personnel and the general public.
- Excellent writing skills for developing reports, correspondence, policies and procedures and various organizational communications.
- Public presentation skills including the ability to present technical information in an understandable manner to citizens, boards, and legislative bodies.
- Short- and long-term planning skills.

Ability to:

- Uphold Bellingham Public Library's commitment to intellectual freedom, as described in the American Library Association's "Library Bill of Rights" and "Freedom to Read Statement," and the Washington Library Associations' "Intellectual Freedom Statement."
- Establish and maintain effective working relationships with Library staff, the public, media representatives, public officials, and community organizations.
- Develop and implement long range plans, goals, and objectives.
- Establish priorities and organize workload.
- Supervise, plan, and coordinate the work of staff in order to accomplish library goals and objectives.
- Assess community interest and use both data and vision to plan and evaluate effective services and programs.
- Partner, work with teams, build relationships, identify and implement solutions, and build participative processes.
- Adapt to changing priorities, technologies, and community needs.
- Exercise discretion and maintain confidentiality of sensitive oral and written information.
- Effectively operate relevant computer systems, including hardware and software, and office machines.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job, including:
  - Frequently remain stationary for long periods of time;
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequently communicate accurate information and ideas with others;
  - Occasionally transport objects weighing up to 25 pounds.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting and includes frequent interaction with colleagues and the public. Some travel required. Environment includes a customary range of noise and other distractions. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Master's degree from an ALA accredited Library & Information Science Program.
- Four years progressively responsible professional library experience.
- Three or more years supervisory experience.
- Experience assessing customer needs and community interests.
- Public library experience preferred.
- OR, an equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill, and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- State of Washington Librarian certification within three months of hire.
- Employment contingent upon passing a criminal convictions check and child and vulnerable adult abuse records check.
- Must be willing to work various shifts depending upon the needs of the Library, including evenings and weekends. Must be able to adapt to schedule changes on short notice.
- Valid Washington State driver's license and good driving record. Must submit a three-year driving abstract prior to hire.

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REVIEWED BY: _____
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