

CITY OF SALINAS

DEPUTY LIBRARIAN

BARGAINING UNIT/CLASS CODE:
AMPS / 115

DEFINITION

Under general direction, plans and supervises the activities of multiple libraries and/or manages all other library operations and services. Provides professional, technical and administrative staff assistance to the Library Director including conducting specific and comprehensive analyses of policies, processes, systems and procedures. Supervises the financial and material resources attached to assigned projects, programs, studies, events and/or activities.

DISTINGUISHING CHARACTERISTICS

This is a two position classification characterized by the responsibility to perform library management, provide administrative support to the Library Director, carry out administrative and management support duties for the Library Department, assist in budget preparation and administration and perform special research and other projects as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Library Director. Exercises direct or indirect supervision over professional, technical, clerical staff and volunteers.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Manage public services at all three libraries or manages operations of all other non-public services. Provide staff assistance to the Library Director. Participate in the development and implementation of library goals, objectives, policies, and procedures; assess community needs and interest and recommend ways to enhance library services. Direct, coordinate, supervise, train and evaluate the work of assigned professional, technical, and clerical library staff and volunteers. Process complaints and requests received by the Library Department by obtaining needed information and preparing replies. Keep informed of grant possibilities for the Library, submit proposal and draft application. Handle special projects as assigned and prepare progress reports and periodic reviews as needed. Prepare and monitor department division, program and/or project budgets. Interpret and explain Library Department policies and procedures to members of a diverse public, City staff members, and community agency representatives. Represent the Library Department in community, interdepartmental and professional meetings as assigned. Conduct library tours and make presentations to community organizations promoting library services. Research, analyze and prepare recommendations regarding Library programs, services, equipment, and personnel. Assist in the coordination of departmental/divisional activities. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials and distinguish colors; visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS
LIBRARY ADMINISTRATIVE MANAGER (continued)**

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

Principles and practices of contemporary library services, administration and budgeting. Principles, methods, and practices of personnel management, including employee training, labor relations, and equal employment opportunity/affirmative action. Programs and services available in public libraries. Research techniques, sources and procedures. Methods of report writing and presentation. Effective public relations and communication techniques. Published materials in a variety of fields and formats.

Ability to:

Communicate clearly and concisely, orally and in writing. Deal courteously and tactfully with the public. Communicate with community members whose native language is not English. Establish and maintain effective working relationships with others. Promote the mission, values and standards of an effective/efficient organization, particularly in the area of customer service. Make public presentations to diverse large and small audiences to promote community interest in library services. Select, train, supervise, evaluate, and assist in disciplining assigned staff. Properly interpret and make decisions in accordance with laws, regulations, agreements, and policies. Effectively organize workload.

License or Certificate:

Possession of a valid California Driver's license.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties of this position would be any combination equivalent to a MLS degree from a school accredited by the American Library Association, plus five (5) years of recent progressively responsible experience in library administration, or public administration; and at least four years of supervisory experience.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 7-96, REV: 2-97, REV: 2-07, REV: 03-08