

CITY OF SALINAS

DEPUTY LIBRARIAN

BARGAINING UNIT/CLASS CODE:

AMPS / 116

DEFINITION

Under general direction, plans and supervises the daily operations and activities of multiple libraries and/or manages all other library operations and services. Provides professional, technical and administrative staff assistance to the Library & Community Services Director including conducting specific and comprehensive analysis 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 one-position classification characterized by the responsibility to perform library management, provide administrative support to the Library & Community Services Director, carry out administrative and management support duties for the Library Division, assist in budget preparation and administration and perform special research and other projects as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Library & Community Services 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 day to day operations and public services within the Salinas Public Library System. Provide highly responsible staff assistance to the Director. Participate in the development and implementation of Library Division goals, objectives, policies, and procedures. Plan, organize, and direct efforts to assess community needs and interest and recommend strategies to enhance library services. Keep informed about technology trends. Coordinate existing technology infrastructure including automated materials handling system, self-checkout, PC's, web portals, and telephones. Identify and evaluate new technology for internal and customer use. Direct, oversee and participate in the development of assigned division's work plan; and assign work activities, projects and programs. Direct, coordinate, supervise, train, and evaluate assigned professional, technical, and clerical library staff and volunteers. Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department. Process complaints and requests received by the Division by obtaining needed information and preparing replies. Develop strategies to ensure high level customer satisfaction and procedures for dealing effectively with difficult patron complaints and policy issues.

Keep informed of grant possibilities for the Division. Develop, initiate, submit, and promote grant and other special funding projects and activities to meet patron needs and to improve program services. Handle special projects as assigned and prepare progress reports and periodic reviews as needed. Prepare, administer and monitor department division, program and/or project budgets; assist in budget implementation; and participate in the forecast of additional funds needed for staffing, equipment, materials and supplies. Interpret and explain Division policies and procedures to members of a diverse public, City staff members, and community agency representatives. Work with staff to plan, develop, coordinate and implement program services, material collection, and activities in the division to meet service objectives and community needs. Participate in outside community and professional groups and committees. Represent the Division and Department to outside agencies and organizations and in community, interdepartmental and professional meetings as assigned. Conduct library tours and make presentations to community organizations promoting library services. Compile and maintain surveys and records. Prepare complex statistical and analytical reports and correspondence. Analyze and evaluate policies, services, programs, personnel, materials and facilities for the library; develop appropriate recommendations and implement improvements. Serve as staff liaison for various committees and citizen advisory groups. Assist in the coordination of departmental/divisional activities. Coordinate facility and building maintenance. Assist in

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developing, planning, designing, and implementing library facility renovation projects; serve as staff liaison on major facility projects. Promote and maintain safety in the work place. Perform related duties as assigned, including working out of class by serving as the Library & Community Services Director in his/her absence.

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.

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. May be required to work evening and/or weekend hours.

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. Establish and maintain effective working relationships with others. Assist the public with a polite, courteous, effective and tactful manner. 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. Ensure the City's philosophy of successful customer service is understood by all subordinate employees and carried out in all forms of communication.

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 Master's degree in Library Science 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.

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Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

**ORIG: 7-96, REV: 2-97, REV: 2-07, REV: 03-08
REV: 05-14. REV: 7-15**