

**FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
JOB DESCRIPTION**

**TITLE:** Deputy Director

**DEPT:** Administration

**JOB CODE:** E-70

**CLASSIFICATION:** Exempt

**REPORTS TO:** Executive Director

**Objective:** Advises and assists the Executive Director in the overall management of the District. Oversees the operations of the Adult and Teen Services, Children's Services, Circulation Services, Outreach Services, and Studio Services Departments. Acts as Director in the Executive Director's absence, as assigned.

**Duties:**

1. Oversees all aspects of public service operations and develops an environment that ensures consistent, courteous and responsive service to all internal and external contacts.
2. Analyzes and evaluates services to determine if patron needs are being met. Leads change as needed to ensure patron needs are met.
3. Reviews and leads implementation of procedures and standards concerning emerging technologies, library trends, public services developments, and online applications.
4. Collaborates with departments on needs assessments, implementation, training and process improvements for handheld and online technologies.
5. Develops and implements initiatives and activities supporting the District's strategic plan.
6. Develops and implements effective library policies and procedures as related to areas of responsibility.
7. Accomplishes financial objectives by forecasting requirements, preparing an annual budget, ensuring best value is achieved with all purchases by researching competitive pricing and negotiating discounts with vendors, analyzing budget variances and initiating corrective action as needed.
8. Assists the Executive Director with preparation and administration of the complete Library operating budget.
9. Coaches and counsels department heads in leadership skills, management practices, and conflict resolution. Hires and trains staff. Actively participates in the developmental plans of subordinate employees.
10. Collaborates with the Building Operations Manager and the Collection Management and Technical Services Manager to ensure an optimum physical environment for patrons and staff. Assists the Executive Director in building analysis and space development for all areas of public services.

11. Collaborates with Communications Manager and Programming Committee to help coordinate and produce large events for the District.
12. Researches grant opportunities for the District. Authors grants and administers grants received, as needed.
13. Manages consulting and contractual relationships for the District in the areas of operation overseen by this position. Coordinates the review, selection, budgeting, purchase and implementation of online databases for the Library District.
14. Performs data analysis for local, regional, state, and federal needs. Prepares monthly reports for the Board of Trustees.
15. Serves as initial contact and program manager of practicum students and interns.
16. Designs and develops continuous learning strategies for both staff and patrons.
17. Keeps informed of current information and trends at the local and regional library level.
18. Serves on internal, local, regional and statewide committees.
19. Performs other duties as assigned.

### **Minimum Qualifications:**

#### Education:

Requires expertise acquired through completion of a MLS program from an ALA accredited library school.

#### Experience:

Minimum of 8 years library experience at increasing levels of responsibility in management.

#### Skills:

##### *Office and Library Management*

Strong leadership and enthusiastically cultivates positive working relationships.

Strong knowledge of public library principles, practices, and technology.

Strong knowledge of personnel management principles and practices.

Knowledge of federal, state and local laws that impact library operations.

Knowledge of public library budget development and administration.

Knowledge of integrated library systems.

Knowledge of library computer systems and processes

Knowledge of writing, managing and reviewing contracts and grants.

Knowledge of productivity suites.

Able to use sound judgment in applying the principles of librarianship in a customer driven manner.

Ability to exercise reasonable and independent judgment and discretion.

Ability to manage and prioritize multiple tasks.

Ability to analyze and synthesize data to produce new or revised processes and procedures.

Ability to adapt to and effectively implement change.

### *Communication*

Communicates effectively in English, both orally and in writing.

Speaking skills in other languages, particularly Spanish, is a plus.

Ability to stay calm and effective in difficult situations.

Ability to empathize and relate to the needs of all patrons and staff.

### **Supervisory Responsibility:**

Position has supervisory responsibility. Incumbent is responsible to direct managerial level staff of Public Service departments. Interview, hire, review work, assist, develop, counsel, evaluate, discipline and enforce library rules and policies.

### **Contacts:**

#### *Internal:*

Library staff and management, Board of Trustees

#### *External:*

Patrons, regional library system, local library consortium, elected officials, media, vendors, community groups and organizations, professional organizations and other libraries.

### **Physical Requirements:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the functions of this job.

Physical requirements include: good speaking, hearing and vision ability, ability to lift and carry up to 10 pounds occasionally.

### **Working Conditions:**

Work is performed in a typical office/library environment. Full-time position. Requires weekend and evening work.