

Title: Deputy Director

Job Code: Unclassified Position

Department: Library

Pay Grade: 61

Division:

Union: Non Union

Date Created/Revised: 09/2017

Location: North Kingstown Free Library

Overview of Position: This is executive and administrative work. The Deputy Director assists the Library Director in managing the public library services of the town. The Deputy Director assumes final responsibility for specific assignments delegated by the Library Director; and may direct all phases of library service in the absence of the Library Director. Supervision is received from the Library Director, but considerable latitude is allowed for independent judgment and initiative. The work requires proven administrative experience and leadership ability.

Supervision Received: Library Director

Supervision Exercised: All other library employees

Examples of General Duties and Responsibilities:

The individual in this position assists the Library Director in the general management of the library including planning and fiscal management. Additionally, an employee in this class manages collection development, maintains the weekly library schedule, and has oversight responsibility for the public desks, technology services, and all support services functions

Administration

- Consults with the Library Director on a daily basis regarding all aspects of library administration
- Assists the Library Director in establishing long-range goals for the library
- Assists the Library Director in evaluating existing services and programs with regard to their effectiveness and makes recommendations on policy and procedure changes
- Oversees all functions of Circulation, Support Services, and Adult and Youth Services
- Writes annual goals and objectives for Circulation and Support Services, subject to approval by the Library Director, in accordance with the established long range goals of the library
- Regularly reports progress on accomplishments in Circulation, Support Services, and Technology to the Library Director.
- Participates in library conferences, on professional committees, and in continuing education opportunities
- Contributes a professional vision of service to further the mission of the library
- Performs opening and closing duties as required
- Performs the duties of the Library Director in his/her absence

Technology

- Oversees the library technology coordinator's implementation of the technology plan goals and action items Directs the technology coordinator in his/her work with the library's network services and computer maintenance
- Maintains a working relationship with Ocean State Libraries staff and town information services staff

Fiscal Management and Administrative Reporting

- Assists the Library Director in preparing and administering the library budget
- Participates in the preparation of requisitions and purchase orders

- Consults with vendors and negotiates service contracts
- Purchases all library materials, including supplies
- Supervises the preparation of monthly statistical reports
- Assists the Library Director in preparing grant proposals

Collection Development

- Manages collection development and orders collection materials
- Coordinates a continual review of the library collections to make sure that collections are timely and responsive to patrons' needs
- Administers the library's serials control system

Personnel

- Maintains the library staff schedules using a web-based scheduling application
- Supervises all of the library staff
- Conducts regular staff meetings in conjunction with the Library Director
- Assists the Library Director in evaluating and interviewing applicants for library positions
- Keeps the library staff informed of Ocean State Libraries policy and procedure changes

Public Relations and Programming

- Assists the Library Director in the preparation of reports, newsletters, releases for governmental officials, staff, and communications media

Cataloging

- Supervises all cataloging work at the library
- Serves as the library's representative to the Ocean State Libraries Database Management Committee

Peripheral Duties:

The individual will perform related work as required.

Desired Minimum Qualifications, Education and Experience:

- A Master's Degree in Library and Information Science from an American Library Association accredited program
- Minimum of three years progressively more responsible administrative experience in a library setting sufficient to perform the assigned responsibilities
- Demonstrated proficiency in exercising management and judgment skills
- Record of ongoing professional development including participation at conferences and continuing education opportunities

Necessary Knowledge, Skills and Abilities:

- Comprehensive knowledge of the theory and principles of library science
- Considerable knowledge of the use of computers in libraries with knowledge of networks & online resources, and Windows-based word processing, spreadsheet, database, and calendar software
- Considerable knowledge of management principles and techniques
- Considerable ability in establishing and maintaining effective working relationships with the general public and the library staff
- Skill and ability to adapt to changing situations
- Knowledge of personnel practices and procedures
- Skill and ability to train and supervise staff
- Considerable knowledge of budgeting and public library finance
- Comprehensive knowledge of library collections
- Ability to set goals, plan for achieving the goals, and secure cooperation of others in attaining them

- Ability to be an active team participant, communicating well in a give-and-take situation with peers
- Proven written and oral communication skills