

CITY OF GLENDORA
ASSISTANT LIBRARY DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under administrative direction, assists the Library Director in overseeing the overall operations of the City's library; manages, plans, directs, and coordinates assigned functions and operations of the City's library system including Development Office programs and functions, coordination of fund-raising activities, grant writing, marketing and educational/outreach programs, volunteer programs, and literacy services of the library; coordinates public relations services of the library; functions as the Executive Director of the Library Foundation; serves as a member of the Library's leadership team; participates in the development of policies and procedures for the Library; supervises and evaluates assigned personnel; participates in the development and administration of the Library's annual budget and plan of service; provides highly responsible and complex administrative and leadership support to the Library Director; performs related duties as required.

CLASS CHARACTERISTICS

The Assistant Library Director is a middle management position that reports directly to the Library Director and assumes responsibility for major functional areas of the Library including responsibility for planning, developing, and coordinating the library's fund-raising and educational services and programs and serving as the Executive Director to the Library Foundation. This position is responsible for supervising and directing the work of professional and paraprofessional staff and volunteers. This position has a high level of interaction with the public and other City departments and participates in variety of community organizations representing and promoting the Library.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Assists the Library Director in the overall operation of the Library; assists the Library Director in preparation of administrative budgets and reports, determination of goals, long-range planning, and evaluation of services to the public; participates in developing, implementing, and evaluating plans, work processes, systems, and procedures to achieve the department's goals, objectives, and work standards. (a b c e g h j l o p q r)
2. Implements goals and objectives for the Friends Foundation Board of Directors to ensure that the mission of the Friends is carried out. (a b g h j k m n p r)

3. Works with the Friends Foundation Board of Directors to identify, cultivate and enhance relationships with community leaders and key contributors to increase support for the Glendora Public Library. (a c k n r)
4. Assists in the development of the annual plan and budget for the Development Office including staffing, fund-raising strategies, publicity, business partnerships, proposals, and donor/volunteer recognition. (a b g h j k l o p r)
5. Provides administrative support for all Friends Foundation activities including correspondence, grant writing, policy development, and volunteer management. (a b e j k m r)
6. Coordinates development and preparation of all fund-raising materials, reports, brochures, schedules, general correspondence, and agendas. (a b q r)
7. Supervises receipt, acknowledgment and processing of all memberships, contributions, grants, bequests, and gifts in kind ensuring that accurate records are maintained for the Friends and the Development Office. (a b o p r)
8. Coordinates development and preparation of library marketing, educational and public relations materials including the library newsletter and annual report. (a b q r)
9. Provides leadership and oversight to the library's educational services program through supervision of staff and volunteers in services and programs to teach staff and the community about the use of new technologies, services, programs, and library resources including coordination of adult literacy volunteers. (a d e i l q r)
10. Serves as a member of the library's leadership team; participates in the development and administration of the library's annual departmental budget and plan of service; assists in the development of policies and procedures for the department. (a b c e f g h j k m o q r)
11. Plans, organizes, directs, integrates, and evaluates work of assigned staff; may supervise division managers; oversees library personnel issues; works closely with supervisor regarding employee problems and concerns. (a d e g j k m r)
12. Informs staff of policies and procedures; plans, implements, and evaluates ongoing educational and technical training of library personnel. (a d e g j k m r)
13. Represents the Library Director at professional and staff meetings and community functions when necessary; acts for the Library Director in the Director's absence; participates in the activities of professional and community organizations; handles difficult patron complaints and requests. (a b c e f j k l m n r)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- a. Communicate clearly and concisely, both orally and in writing.
- b. Research and prepare complex reports on a variety of subjects.
- c. Establish and maintain effective relationships with the community at large, the City Council, and other public officials.
- d. Plan, direct, promote, and coordinate the City's literacy program.
- e. Select, train, supervise and evaluate employees and volunteers.
- f. Represent the City in a variety of meetings.
- g. Make decisions regarding operational and personnel functions.
- h. Operate programs within allocated amounts.
- i. Recruit volunteers and students.
- j. Understand, explain and apply policies and procedures.
- k. Analyze unusual situations and resolve them through application of management principles and practices.
- l. Develop plans to meet future community literacy needs/services.
- m. Deal constructively with conflict and develop effective resolutions.
- n. Plan and conduct fund-raising activities.
- o. Evaluate program effectiveness.
- p. Interpret financial statements and cost accounting reports.
- q. Perform professional library work.
- r. Work effectively with a variety of staff, management and volunteers.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

A Bachelor's degree in business administration, marketing, public relations, or a related field or a Master's degree in Library Science or Library and Information Science from an ALA accredited program and four years of progressively responsible library experience including two years of administrative and supervisory responsibility that includes experience in budgeting and goal setting and attainment.

Knowledge and Skill Levels

Thorough knowledge of public library practices and techniques; principles of grant writing and monitoring; funding sources and community resources available to enhance library program; library foundations and principles and practices of fund-raising; budget preparation and administration; excellent writing, speaking, organizing, and analytical skills; strong leadership and interpersonal skills; City operations and administrative policies affecting departmental operations and personnel matters; budget preparation principles; principles of supervision, management, and training; employee and public relations techniques; customer service techniques.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office/library setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement

and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised by *Johnson & Associates LLC* June, 2006