



City of Phoenix

DEPUTY LIBRARY DIRECTOR

JOB CODE 30260

Effective Date: 12/12

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to administer the activities of the Central Library and its grounds, the branch libraries, or the Technical Services Division. The administrator plans, directs, and evaluates public service systems and facilities to meet present and future library service needs. Supervision is exercised over professional and supervisory personnel. Work is performed under the general direction of the City Librarian in accordance with professional standards and established division policies and procedures.

ESSENTIAL FUNCTIONS:

- Supervises professional, paraprofessional, clerical, and protective service employees engaged in providing library services;
- Plans and directs the operation of the Central Library, the branch libraries, or Technical Services;
- Formulates goals, policies, objectives, plans, and procedures for public library services;
- Monitors and evaluates the effectiveness of service programs;
- Prepares divisional budget requests and participates in development of the annual library budget;
- Monitors and controls expenditures through the budget year;
- Directs or prepares studies and reports to support recommendations for policy changes or procedural improvements;
- Investigates new library systems techniques to determine their applicability to the Phoenix Public Library System;
- Maintains administrative controls to ensure adequate physical security of library property;
- Coordinates custodial and maintenance requirements of the Central Library or the branch libraries with the Public Works Department;
- Conducts automation and other supplier vendor contract negotiations, coordinates contracts with the City Attorney's Office, and monitors contracts;
- Supervises professional and supervisory personnel who operate technical services sections and provide support to the public services units of the Library;
- Keeps aware of current developments in library operational techniques and procedures and revises division methods as appropriate;



City of Phoenix

- Confers with other library administrators on issues of common interest;
- Analyzes, plans, and participates in the development of capital improvement projects;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Principles and theories of library science.
- Principles and practices of library administration, municipal budgeting, supervision, and personnel administration.
- Means of determining community needs and interests, and methods for providing requested resources.
- Principles and applications of computers, automation and datacommunications as they relate to library systems.
- Leadership styles and skills.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Communicate orally, in the English language, with customers, clients, City official and the public by phone or in person in a one-to-one or group setting.
- Comprehend and make inferences from written material.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Analyze professional and administrative problems, make recommendations, and take appropriate action.
- Conduct and direct research and evaluate the results.
- Interpret library policies, objectives, and facilities to community groups, public officials, professional groups, and the general public.
- Work cooperatively with others.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:



City of Phoenix

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Four years experience directing professional library work and a master's degree in library science from an American Library Association (ALA) accredited institution. Other combinations of experience and education that meet the minimum requirements may be substituted.