

**Sonoma County Library
Announces an Employment Opportunity**

**DEPUTY LIBRARY DIRECTOR- ROHNERT PARK HEADQUARTERS
40 HOURS PER WEEK – FULL TIME**

The Deputy Library Director position oversees, directs, and participates in all activities of the Library's operations, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services; Provides assistance to the Library Director in a variety of administrative, coordinative, analytical, and liaison capacities. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering Library goals and objectives within general policy guidelines. **Please complete the required supplemental questionnaire as part of the application process.**

THE POSITION:

Please see the attached job specifications for full details about this position.

TYPICAL TASKS include, but are not limited to:

- Assumes management responsibilities as assigned by the Library Director. This encompasses Library programs, services, and activities including Adult Services, Youth Services, Collection Services, Branch Services, Information Technology, and Facilities;
- Plans and directs public services, support services, and other library functions; ensures Library operations are running effectively and efficiently.
- Develops, directs, coordinates, monitors, and ensures the implementation of strategic plans, goals, objectives, policies, procedures, priorities, and work standards for the Library, in conjunction with the Library Director.

Knowledge of:

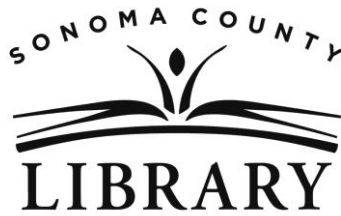
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of strategic plan development, budget administration, contract management and collective bargaining and working in a union environment.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Library.
- Prepare and administer budgets; allocate limited resources and achieve maximum public benefit in a cost-effective manner.

www.sonomalibrary.org

D I S C O V E R • L E A R N • S H A R E



MINIMUM QUALIFICATIONS:

Education and Experience: Master's degree in Library and Information Science (MLIS) or Master's degree in Library Science (MLS) from an accredited college or university, and seven (7) years of increasingly responsible professional library experience in a management or leadership capacity, including three (3) years of experience supervising professional staff.

Licenses and Certifications:

Possession of a valid California Driver's License, to be maintained throughout employment.

SALARY RANGE: \$134,908.80 - \$168,480.00 annually

CLOSING DATE: Open until filled- First Review on March 15, 2021 at 5:00 PM

Interviews are tentatively scheduled for April 1st, 2nd & 6th

APPLICATION PROCESS: Please go to <https://www.calopps.org/sonoma-county-library> to apply. Applications must be complete and submitted by the final filing date in order to be considered. **Resumes will not substitute for a completed application.**

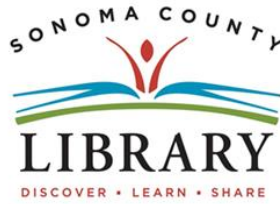
The application process may contain one or more of the following steps: a supplemental application, written test(s), skills assessment(s), and/or oral examination(s).

RECRUITING PROTOCOL IN RESPONSE TO CORONAVIRUS COVID-19:

Pursuant to California Governor Newsom's Executive Order N-29-20 issued on March 17, 2020, and all applicable COVID 19 Shelter in Place Orders issued by the Sonoma County Health Officer, the recruiting process including interviews, testing, etc. will be held via teleconference or online, if possible, unless changes occur in the state and/or county health order.

REQUEST FOR ACCOMMODATION: Sonoma County Library will make reasonable accommodations in the recruitment process to accommodate applicants with disabilities. If you are invited to participate in an examination or interview and have a disability for which you require an accommodation, please contact the Human Resources Department at (707) 545-0831 extension 1591 or dkatzung@sonomalibrary.org as soon as possible to make arrangements for your accommodation. Requesting accommodations at least 3 working/business days before the scheduled event will help to ensure availability. For further information regarding disability accommodations provided by the Library and related matters, see the Library's website at <https://sonomalibrary.org/accessibility>.

Sonoma County Library values diversity, empowerment, community, unity, kindness, connection, and equity. We are committed to diversity and inclusion in the recruiting and hiring of staff.



EST: DECEMBER 2020
FLSA: EXEMPT

DEPUTY LIBRARY DIRECTOR
Non-Represented

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for functions and activities of the Library including Public Services, Facilities, Collection Services, and Information Technology; helps formulate Library policies, goals, and directives; coordinates assigned activities and fosters cooperative working relationships within Divisions and with partner agencies, officials, community groups, and various private and public groups; provides highly responsible and complex professional assistance to the Library Director in areas of expertise; serves as acting Library Director in his or her absence; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Library Director. Exercises direct supervision over division managers and administrative support staff.

DISTINGUISHING CHARACTERISTICS

This position oversees, directs, and participates in all activities of the Library's operations, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This position provides assistance to the Library Director in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, Library functions, and activities, including the role of the Library Commission, Library Advisory Boards (LABs), and Friends of the Library groups, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating and overseeing the complex and varied activities of the Library. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering Library goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Assumes management responsibilities as assigned by the Library Director. This encompasses Library programs, services, and activities including Adult Services, Youth Services, Collection Services, Branch Services, Information Technology, and Facilities;

- Plans and directs public services, support services, and other library functions; ensures Library operations are running effectively and efficiently.
- Develops, directs, coordinates, monitors, and ensures the implementation of strategic plans, goals, objectives, policies, procedures, priorities, and work standards for the Library, in conjunction with the Library Director.
- Establishes, in conjunction with the Library Director and CFO, appropriate budget, service, and staffing levels.
- Participates in the development and administration of the Library's budget; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary; coordinates acquisition and administration of grants.
- Selects, trains, motivates, and directs Library personnel; strives to create a positive work environment for staff; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; evaluates staff training needs and recommends training and professional growth opportunities; recommends disciplinary action, in coordination with the Human Resources Manager; approves personnel changes; responds to staff questions and concerns.
- Contributes to the overall quality of the Library's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and Library needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies best practices and opportunities for improvement; directs the implementation of change.
- Oversees all aspects of collection development including, but not limited to, oversight of selectors, analysis of data to determine needs, weeding and replacement strategies, development of standards, and purchases of library materials.
- Coordinates programs and desk activities to meet current and future needs of the community; evaluates the effectiveness of Library programs and services.
- Represents the Library to elected officials and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate; performs facilities planning functions.
- Negotiates contracts and agreements with library vendors; coordinates with department representatives to determine Library needs and requirements for contractual services; oversees work performed by vendors.
- Attends, participates in, and makes presentations at meetings of the Library Commission, LABs, Friends of the Library, and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings, conferences, and other functions; stays abreast of new trends and innovations in the field of library operations and services; evaluates trends and makes recommendations to modify Library processes and procedures accordingly.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned.

- Responds to inquiries and complaints from library patrons, community members, and the general public; assists with resolutions and alternative recommendations; greets and assists internal and external customers in a friendly, prompt, and accessible manner; creates positive experiences for library patrons by effectively and efficiently performing tasks; presents a positive image of the library in attitude, communications, and appearance while performing duties in both public and staff areas.
- Serves as a spokesperson for the Library at a variety of community events, meetings, and other public relations activities; advocates for the Library in the community; makes presentations to and works with community members regarding Library services; participates in and develops outreach efforts.
- Performs other duties as assigned.

COMPETENCIES

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction and teamwork.
- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Principles and practices of contract management.
- Principles and practices of collective bargaining and working in a union environment.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, responsibilities, and limitations of an appointed governing commission.
- Current library administration principles, organization, and procedures.
- Information technology related to the delivery of library services.
- Principles of change management.
- Theory, principles, and practices of modern library management including collection development and technical services.
- Methods and techniques of developing technical and administrative reports and business correspondence.
- Research methods and techniques.
- Federal, State, and local laws, codes, and regulations relevant to assigned areas of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Library staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Library.
- Prepare and administer budgets; allocate limited resources and achieve maximum public benefit in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and administrative support personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and constructive manner.
- Negotiate with union representatives in the development and implementation of a Memorandum of Understanding; Meet and Confer over issues as they arise to ensure a safe and productive working environment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Apply common sense and logic in decision-making.
- Gain cooperation through discussion and persuasion.
- Effectively manage workplace diversity issues in a diverse organization; understand, celebrate, and serve diverse groups of people.
- Foster a culture that encourages innovation.
- Assume responsibility for maintaining a safe working environment.
- Commit to the principles of intellectual freedom and equal access.
- Initiate, recommend, and carry out personnel actions.
- Hold self and others to the highest level of accountability.
- Maintain a personal commitment to providing exceptional public service.
- Prepare and deliver effective presentations before community groups, Library Commission, committees, and Library staff.
- Effectively represent the Library in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

QUALIFICATIONS

Education and Experience:

Education: Master's degree in Library and Information Science (MLIS) or Master's degree in Library Science (MLS) from an accredited college or university, and

Experience: Seven (7) years of increasingly responsible professional library experience in a management or leadership capacity, including three (3) years of experience supervising professional staff.

Licenses and Certifications:

Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and library setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; the ability to operate a motor vehicle and to visit various branches and meeting sites. This classification primarily works indoors and requires movement between work areas. Finger dexterity is needed to access, enter, and retrieve materials and data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports, records, and materials that typically weigh up to twenty-five (25) pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Occasional participation in work activities, meetings, and events outside of the regular work schedule is expected of this position.