

City of Chesapeake Class Title: Assistant Director, Chesapeake Public Library System

Job Class Code: 5140	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of the job classification (class) is to assist the Library Director in planning, organizing, and directing the day-to-day operations of the library system. The job class is responsible for supervising subordinate staff, establishing standards for services and collections, preparing library budget, and coordinating the annual Capital Improvement Program. The job class researches and formulates long range goals for the organization; develops policy and position papers, and negotiates with management and/or elected officials.

TYPICAL TASKS

- Coordinates and supervises day-to-day operations including circulation, information services, collection management, library information services, and facilities in alignment with the department’s strategic plan.
- Supervises subordinate personnel, including scheduling, assigning, and evaluating work. Oversees staff development and training.
- Conducts analysis for annual budget planning, projections, justification, and implementation. Monitors expenditures for effective fiscal management.
- Coordinates the Library Capital Improvement Program and participates in the design and construction planning for new or renovated library facilities.
- Assists the Library Director in formulating and coordinating plans for library services.
- Performs statistical analysis and prepares various reports to measure and evaluate the effectiveness of library services and programs.
- In coordination with the IT and Collection Management teams, develops and evaluates customer access to resources.
- Manages projects from initiation through completion, including oversight of tracking measures to ensure accountability in accordance with the strategic plan.
- Serves as Acting Director in the absence of the Library Director.
- Responds orally or in writing to comments, inquiries, or complaints from patrons and co-workers.
- Assists the Director with recordkeeping and the preparation and submission of all required reports and grants.
- Monitors grant writing and expenditures as well as fiscal management of Friends of the Library and Foundation appropriations.
- Oversees maintenance of divisional emergency plans and preparations as well as departmental safety and evacuation procedures. Ensures appropriate safety training for staff and patrons.
- Works with staff to develop and keep job descriptions and operating policies and procedures current, relevant, and in compliance with all applicable governmental regulations.
- Works with Human Resources to ensure staffing levels are appropriate to meet the needs of each branch and address personnel related concerns.
- Maintains knowledge of standard library principles, practices, and concepts of freedom of speech, copyright, collection development, weeding, patron confidentiality, censorship, and other library ethical issues.
- Performs other related duties as assigned.

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GENERAL STANDARDS	
Data Involvement	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems with widespread unit or organizational impact.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements; may use algebraic solutions of equations and inequalities and descriptive statistics.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
Mental Requirements	Performs advanced professional level work in the analysis or interpretation of methods of an administrative, technical, or managerial nature and formulates recommendations on the basis of such analysis.
Decisions/Supervisory Control	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES	
Knowledge	<ul style="list-style-type: none"> • Requires knowledge of strategic planning principles and theories to forecast future needs based on departmental objectives, resources, and budget constraints. • Requires thorough knowledge of leadership techniques and management principles. • Requires knowledge of organizational dynamics, administration, and continuous improvement and innovation practices. • Requires knowledge of fiscal planning and budget management.
Skills	<ul style="list-style-type: none"> • Requires skill using logic and reasoning to understand, analyze, and evaluate complex situations, assess alternative solutions, and implement effective approaches to situations. • Requires collaborative skills to effectively implement and manage strategic plans from concept to completion in order to meet short and long term strategic goals.
Abilities	<ul style="list-style-type: none"> • Requires the ability to effectively develop and maintain cooperative and professional relationships with employees, managers, representatives from other departments, and organizations, and citizens. • Requires the ability to plan, direct and evaluate the work of others in order to coach, mentor and develop staff while fostering a collaborative and inclusive work environment.

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EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree in business or related field. ALA accredited master's degree in library science and/or master's degree in business or public administration strongly preferred.
Experience	In addition to satisfying the vocational/educational standard, this job class requires a minimum of five years of related, full-time equivalent experience. Experience should include strategic planning and implementation, capital budget and planning, and leading complex projects at a manager level.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards, Virginia Public Librarian Certification
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 2/11/2020