

# JOB DESCRIPTION



JOB INFORMATION			
<i>Job Title:</i>	Deputy Library Director	<i>Civil Service:</i>	No
<i>Department:</i>	Marion Public Library	<i>Bargaining Unit:</i>	Non-Bargaining
<i>Reports to Position:</i>	Library Director	<i>Pay Grade:</i>	NB Payscale
<i>Location:</i>	Marion Public Library	<i>Overtime Status:</i>	Salary
<i>Effect. Date:</i>	5/3/2018	<i>FLSA Status:</i>	Exempt

JOB SUMMARY	
<p><i>Provide a brief description as to the primary purpose of this job (no more than three to five sentences):</i></p> <p>This is a professional position at the Marion Public Library. The Deputy Director works in collaboration with the Library Director in the overall administration of the library and management of library services.</p> <p>The Deputy Director serves as part of the leadership team that develops library policies and services, participates in strategic planning, visioning, goal setting, talent development, future-casting, and budget management.</p>	

ESSENTIAL JOB DUTIES/WORK PERFORMED	
<p><i>List essential job functions that comprise the job; describe in terms of <u>actions (verbs)</u> and <u>desired outcomes</u> in order of most important first:</i></p> <ul style="list-style-type: none"> <li>• Serves as deputy to the Library Director</li> <li>• Serves as acting director in the absence of the Library Director</li> <li>• Collaborates with the Library Director on planning, budgeting, personnel, policy, and procedural issues</li> <li>• Ensures compliance with library policies and procedures</li> <li>• Manages the library’s asset replacement in coordination with the library’s Administrative Assistant</li> <li>• Manages facility needs (including contracts) and associated vendor liaison</li> <li>• Represents the library to the city and community as needed</li> <li>• Performs related work as required, including minor maintenance</li> <li>• Manages Robins contract with metro libraries and consults about contracts with other communities</li> <li>• Manages the library’s IT contract with the Cedar Rapids Public Library (CRPL) and serves as IT contact with CRPL, the City of Marion’s IT department, and the city’s contracted IT service provider; must understand and coordinate intricacies of these IT relationships and who does what</li> <li>• Performs related work as required, including IT troubleshooting</li> <li>• Maintains familiarity with the library’s social media outlets; ability to provide content management; technical writing and editing skills is preferred</li> <li>• Approves purchase orders, invoices, and payroll time sheets; processes payroll in the absence of the Administrative Assistant</li> <li>• Organizes and manages in-house Human Resources (HR) functions, working with the City’s HR Generalist</li> <li>• Assists with managing, hiring, supervision, and evaluation of staff</li> <li>• Attends library board of trustee meetings</li> <li>• Represents the library on library board policy committee</li> <li>• Staffs public service desks as needed</li> <li>• Coordinates with leadership team and Administrative Assistant on agendas for monthly staff meetings</li> <li>• Regularly works with and has access to patron records that are confidential according to the Code of Iowa.</li> </ul>	

REQUIRED KNOWLEDGE AND SKILLS	
<p><i>List key dimensions (measurements for success) for this position:</i></p> <ul style="list-style-type: none"> <li>• Enthusiasm for leading change</li> <li>• Ability to work effectively with diverse populations</li> </ul>	

- Ability to be flexible and to adapt to a changing environment
- Ability to act and lead with political savvy
- Knowledge of personal strengths and areas for improvement; ability to apply this knowledge in designing and managing work responsibilities
- Ability to identify systems, practices, and services that can be improved upon; knowledge to find ways to make improvements
- Voracious curiosity
- Knowledge of library best leadership and management practices, services, policies, and procedures, including principles and practices of library science
- Knowledge of library service and technology applications and trends
- Knowledge of principles of supervision, training, and personnel performance evaluation
- Ability to collaborate regarding effective supervision and training of staff
- Ability to lead, motivate, prioritize, and evaluate the work of others
- Demonstrated ability to apply knowledge of professional practices to library services
- Familiarity with information technology, hardware and software applications, and web-based library services, and ability to apply this knowledge to provide services
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to perform mathematics, calculate statistics, and perform quantitative analyses of services
- Ability to make sound judgments and provide logical rationale for decisions
- Ability to work independently
- Ability to establish and maintain effective working relationships with city and library staff
- Ability to multi-task
- Ability to represent the library to the public and profession
- Other duties as required

## ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Ability to sit, bend, stoop, reach, stand, push, pull as required
- Physical agility, strength and dexterity necessary for handling library materials up to 35 pounds.
- Dexterity to use basic technology equipment, including a keyboard, mouse, and touchpad
- Interpersonal skills and cognitive flexibility to interface with a variety of internal and external customers in diverse, sometimes high-stress, situations
- Executive functioning skills appropriate for a busy, fast-paced environment

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## QUALIFICATIONS

List the minimum requirements to be considered for this position:

- Graduation from an accredited four-year college or university is required.
- A masters degree is required; an MLS degree or its equivalent from an American Library Association accredited program is preferred.
- Three to five years of progressive management and leadership experience is required.
- Budget and facilities management experience is preferred.
- Solution-driven IT competence is preferred.
- A valid driver's license is required.

## WORKING CONDITIONS

List working conditions for this position:

- Works in an office environment
- Works a standard work week with occasional work outside of regular library hours, including weekends.
- Work outside the facility may include community festivals, city meetings, and responsibilities, and

presentations to professional or service organizations.

- May be required to work some overtime upon demand of workload
- The Marion Public Library is a busy, customer focused library with a high level of use by patrons of all ages. Patrons have high expectations regarding the quality and efficiency of library service.

## **REQUIRED BACKGROUND CHECKS**

*List working conditions for this position:*

- Sex Offender Registry
- Drug Screening
- Driving Record
- Pre-Employment Physical