

Deputy Director

DEPARTMENT:	Public Services
GRADE:	78
CLASS CODE:	DEPDIR
FLSA STATUS:	Exempt
UNION STATUS:	Not Represented
REVISED DATE:	December 2019

Summary:

Directs, manages, oversees, and provides leadership in relation to library operations, activities, programs, services, and personnel for Timberland Regional Library. The Deputy Director serves on TRL's Administrative Leadership Team and assumes responsibility for district operations when designated by or in the absence of Executive Director.

Reporting Relationships and Team Work:

This position is supervised by and reports to the Executive Director. Supervises managerial, supervisory, professional, paraprofessional and other assigned staff.

Essential Duties and Responsibilities:

Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Oversees District operations and directs the development, implementation, delivery and assessment of patron programs and services, District-wide initiatives, policies and procedures.
2. Hires, supervises and monitors the performance of assigned personnel; monitors and ensures staff compliance with library policies and procedures.
3. Develops plans and assesses library planning and operational progress in conjunction with District Managers and Library Managers.
4. Provides leadership and support to Public Services, Union-Management Committee and Council of Libraries; develops, coordinates and chairs meetings for assigned committees as needed.
5. Ensures the effective and efficient utilization of library resources and the delivery of high-quality library programs and services.

6. Serves as primary communication channel for District libraries; facilitates communication between stakeholders when needed for complex, difficult or sensitive situations requiring mediation and diplomacy. Responds to and resolves patron inquiries and complaints.
7. Participates in budget planning, development and allocation. Ensures allocated resources are used effectively and identifies alternative funding opportunities that may benefit the district.
8. Collaborates with other departments and community stakeholders to recommend and develop library resources and programming that respond to current library trends and emerging technologies.
9. Participates in long range and strategic planning for the future development and operation of the district.
10. Represents the library in interactions with community groups, outside organizations and the general public; builds and maintains productive community partnerships.

Core Skills and Qualities:

Employees are expected to demonstrate the following qualities at all times:

1. Establish and maintain effective working relationships with internal staff, outside organizations, and the general public.
2. Positively reflect TRL's mission, vision, and values to the staff and public.
3. Effective organizational and time management skills, including the ability to multitask, manage multiple projects at the same time and adapt to changing priorities to meet demands of the department.
4. Communicate effectively verbally and in writing.
5. Demonstrate quality customer service.
6. Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent attendance.
7. Demonstrate a positive attitude and flexibility.
8. Work well with others, show respect, contribute to the team.

Required Knowledge, Skills, and Abilities:

Employees are expected to perform or possess the following:

1. Oversight and coordination of public library operations, programs and services.
2. Principles and practices of library science and information services.
3. Experience facilitating high-quality, customer-focused and innovative public library service.
4. Library technology, resources, databases and software.
5. Preparing and administering budgets; fiscal stewardship.
6. Principles, practices and methods of supervising others.
7. Efficiency in decision-making and prioritization with operational and procedural concerns.
8. Sound judgement and the ability to identify complex problems, evaluate solutions and implement change to the benefit of the organization.
9. The ability to analyze data, processes and procedures to develop meaningful fact-based reports and recommendations to improve service.

10. Facilitation of task forces, committees and council meetings.

Technology Requirements:

Required:

- Use of standard office equipment, including but not limited to Personal Computer and related software packages to perform analysis, information retrieval and tracking.
- Library technology, resources, databases and software.
- Intermediate keyboard and data entry skills.
- PC navigation skills in a Windows-based environment; ability to connect and print
- Ability to navigate, search and use web functions and software applications (i.e., time and attendance systems, performance reviews).
- Intermediate (or Basic) Microsoft Office Suite skills (e.g., Outlook, Word, Excel) to satisfactorily complete job responsibilities.

Desired:

- Basic (or Intermediate) SharePoint skills.

Education and Experience:

Master's Degree in Library Science, and seven years' experience managing community library operations in various library environments (including medium and large libraries); OR an equivalent combination of education and experience.

Licenses, Certifications, and Special Requirements:

- State of Washington Librarian Certification is required.
- Must pass and maintain a criminal background check.
- Must have a valid Washington State driver's license and an acceptable driving record, OR must be able to provide own transportation to and from job, meetings, and related job sites.

Physical and Environmental Conditions:

- Work is performed in a busy, service-oriented office with frequent interruptions and under the stress of continual pressure to meet deadlines and handle competing priorities.
- Occasional travel is required to attend meetings at other sites and locations, or to participate in work-related assignments.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions with this job.

This and all TRL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Timberland Regional Library is also an Equal Opportunity Employer.