



## CLASS SPECIFICATION

Class Code: 60017928  
Date Established: 05/2015  
Last Reviewed: 11/2022  
Last Revised: 11/2022  
Last Title Change:  
FLSA: exempt  
Probation: 12 months

### ASSISTANT LIBRARY DIRECTOR

#### **DEFINITION**

Under administrative direction, oversees all public services and operations of the Washoe County Library System; develops, implements and exercises oversight over all personnel related functions to ensure compliance with policies and procedures; and performs related duties as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A master's degree in library Science or library Information Science from an American Library Association accredited college or university AND five years of full-time professional library experience with specific responsibility for managing a large branch in a multi-branch public library.

#### **LICENSE OR CERTIFICATE**

A valid driver's license may be required at the time of appointment.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over library branch managers, professional, paraprofessional and support staff.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Act on behalf of the Library Director in the Director's absence.

Provide operational oversight of branch libraries in the Washoe County Library System; evaluate recommendations from branch managers to establish service levels and standards; work with the Director and staff to create, implement, and evaluate library policies.

Ensure policies and procedures are carried out consistently at the branch level, serving as the initial resource for information and interpretation; review work methods and procedures, and develop changes to improve cost-effectiveness and efficiency.

Supervise branch managers, professional and assigned subordinate staff; participate in all hiring decisions; assign and review work; administer employee discipline and conflict resolution and conduct performance evaluations.

Monitor performance evaluations across the department to ensure adherence to standards and fairness in application; resolve personnel issues that escalate from a branch or division level.

Serve on the Director's administrative team; participate in determining the direction and goals of the Library and in developing long-range strategic planning and initiatives.

Evaluate and determine staff training and development needs; review work methods and procedures and develop changes to improve efficiency and cost effectiveness; recommend and coordinate staff assignments throughout the library system to best meet service needs.

Coordinate workforce development planning and related projects such as succession planning; review job classification specifications to ensure they are current, accurate and applicable, and update as necessary.

Regularly provide direct public service in all branch locations to remain connected to the community, programs, operations and staff; coordinate all public services; oversee community outreach and collaborations.

Provide administrative support for patron-conduct issues; provide guidance and assistance as needed; review incident reports; ensure that policies and procedures are correctly followed; follow up with Director, branch manager and legal counsel as needed; notify Workplace Violence Committee when necessary.

Conduct and/or monitor special projects, assignments and activities; collect, compile and analyze information from various sources on issues related to library programs and the provision of services; write reports which present and interpret data and identify alternatives.

Participate in grant planning and implementation.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to harm or unnecessary risk of on-the-job injury.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Washoe County and Washoe County Library System policies, procedures, methods and terminology.

Integrated Library Systems, automated databases, software and digital resources.

Provisions of applicable collective bargaining agreements.

Development, implementation, and evaluation of multigenerational library classes and programs.

Basic principles of preparing, monitoring and administering grant applications.

#### **Ability to:**

Understand the organization and operation of the Library System and of outside entities as necessary to assume assigned responsibilities.

Plan, prioritize and coordinate the daily operations of assigned responsibilities to accomplish established goals and objectives, optimize efficiency and meet expected deadlines.

Effectively represent the department on committees and boards and at community meetings; develop and present a variety of reports and statistics.

Develop, coordinate, manage and evaluate library services and activities to determine their effectiveness and efficiency.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

#### **Knowledge of:**

Principles and practices of library administration.

American Library Association philosophy, practices, procedures and techniques.

Current trends, issues, challenges and developments in the field of public library administration.

Principles and practices of general management and supervision.

Principles and practices of organizational development and project management including program planning, implementation and administration.

**Ability to:**

Evaluate operational and administrative problems, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Use multiple types of digital technologies, library equipment and audio/visual equipment.

Interpret, analyze, communicate and apply codes, statutes, policies and procedures to ensure compliance.

Supervise staff effectively and efficiently; provide coaching and feedback on an ongoing basis.

Communicate clearly and concisely both orally and in writing, with people of diverse backgrounds.

Develop and maintain effective, collaborative and productive working relationships with staff, representatives of other departments, other state and government agencies, community organizations and the general public.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to sit for extended periods. Ability to frequently squat, bend, kneel, stoop, stand and walk. Using approved safety standards, ability to lift, push, pull and move objects weighing up to 50 lbs. Ability to work under conditions involving exposure to dust and odors. Ability to use audio/visual and office equipment including computers, telephones, calculators, copiers, mobile devices and FAX machine. Ability to use necessary chemicals. Work is performed in a public service environment with continuous contact with staff and the public.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*