

City of South San Francisco  
Human Resources Department

**Assistant Library Director**  
Class Description

**Definition**

Under the general direction of the Library Director, assists the Director by assuming broad responsibility for planning and implementing programs and projects for the Main Library, Grand Avenue Branch Library, literacy services, and departmental administration; supervises staff assigned to lead library programs, provides highly complex technical and staff assistance to the Library Director, coordinates operations and projects with Library divisions and other City departments; acts on behalf of the Library Director during absences; and performs related work as required.

**Distinguishing Characteristics**

This single-position class is identified as an assistant department head in the City's classification structure, and has responsibility for daily operations and administrative functions. The position is distinguished from the Library Director, which has greater interfaces with the Library Board of Trustees, City Council, private donors, library consortia and support groups, and reports directly to the City Manager. The Assistant Library Director has broader responsibility for all departmental operations, a larger span of supervisory control, and more varied grant administration and budgeting accountabilities than other library manager classifications.

**Typical and Important Duties**

The following list of managerial, operational and representative responsibilities is meant to be typical, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may be assigned.

1. Participates in the development, planning and implementation of departmental goals and program priorities, including the creation and administration of library-wide policies and their interpretation to staff and the public.
2. Coordinates library activities with other City departments and partner organizations such as PLS and regional consortia; oversees day-to-day operation of library facilities and maintenance issues; assists in planning for library remodeling, expansion or new facilities as needed.
3. Supervises and evaluates assigned staff and divisions or branches including assignment and prioritization of work; provides assistance to supervisory staff in resolving problems,

interpreting policies and procedures, and meeting goals and objectives while adhering to codes, MOUs, regulations and applicable laws.

4. Participates in library collection development activities by maintaining familiarity with current works in a variety of genres, with particular focus on designated selection areas.
5. Represents the Library and the City in the community and at professional meetings, which may include making presentations locally, regionally and at state-wide gatherings; performs outreach and liaison activities with partner organizations such as the Friends of the Library, the Chamber of Commerce, and SSF Unified School District as appropriate.
6. Leads and oversees major projects, programs and specialized studies.
7. Responds to requests for information and patron/resident concerns.
8. Assists in the development and management of the departmental annual budget, including capital improvement, general fund, grants; compiles data and statistics as needed.
9. Conducts a wide variety of analytical, operational and technical assessments regarding both current and potential new programs and services; prepares reports to the Library Director with findings and recommendations including RFP and RFQ documents as appropriate.
10. May personally perform professional library duties as needed, and acts as the Library Director during the Director's absence.
11. Performs related duties and responsibilities as assigned.

### **Job-related Qualifications**

#### *Knowledge of:*

- Professional library theories, principles and current practices and procedures
- Organization of a variety of library services, including acquisitions, technical processing, on-line and digital resources, patron services, literacy services, adult and children's programming and related media and circulation needs
- Principles and current practices of human resources including employee supervision, motivation, training and evaluation
- Budget development, preparation and administration including all aspects of grant writing and management
- Principles and practices of project management, administrative analysis, and report preparation, including creation of RFP and RFQ documents
- Best practices for working with City staff, representatives of other agencies, organizations, and library patrons, including effective communication techniques and the principles and practices of exceptional customer service

- Applicable federal, state, and local laws, regulations and reporting requirements, including related safety regulations

*Ability to:*

- Plan, organize, direct and coordinate the work of management, supervisory, professional, technical and administrative support personnel
- Select, supervise, train and evaluate staff
- Analyze problems, identify alternative solutions, project consequences of proposed actions and arrive at recommendations in support of library goals
- Acquire a thorough knowledge of community needs and interests and of possible resources available to meet them
- Understand and implement all relevant laws, regulations, policies and procedures
- Research, analyze and evaluate new service delivery methods, procedures and techniques and improvements to library systems and operations
- Formulate and administer library administrative policies and practices
- Prepare and administer library budgets, allocating limited resources in a cost effective manner
- Prepare a variety of complex analytical reports and documentation
- Prepare and present staff reports to City Council
- Communicate clearly and concisely, both orally and in writing
- Represent the City in diverse community settings and prepare and deliver oral presentations to small and large groups
- Establish, maintain and foster positive and harmonious working relationships with staff, City management, local, State and Federal elected officials, labor unions, the California State Library, PLS and PLP administration and member libraries' management teams, support groups, patrons, consultants, contractors, vendors and other parties on behalf of the City
- Maintain confidentiality regarding sensitive information

*Skill in:*

- Data analysis and organization
- Use of technology for word processing, spreadsheet creation, digital presentations and specialized functions including City budgeting software and library systems
- Coordinating multiple projects and meeting critical deadlines
- Modeling proactive customer service attitudes and methods to library staff

## Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

*Experience:* Five years of progressively more responsible experience as a professional librarian in a local government agency, at least two of which was in a supervisory capacity, managing the work of library programs.

*Training:* A bachelor's degree from an accredited college or university and a master's degree in library science from a college or university accredited by the American Library Association.

## Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

## Special Requirements

Essential duties require the following physical skills and work environment:

*Physical Skills:* Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, to train, and to make public presentations; lift and carry 35 pound boxes, files, and materials.

*Work Environment:* Mobility to work in a typical office and library setting.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs.

Approved:	June 2001
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Title Change:	
Abolished:	
Bargaining Unit:	Mid Management
ADA Review:	April 2002, June 2003, December 2015
DOT:	No
Physical:	TB Test
Status:	Classified/ Exempt
EEOC Category	EF1\EJ2
Job Code	M640

**ADA Documentation of Essential Duties**

1. SAE
2. SDE
3. SDE
4. MMNE
5. MWE
6. SAE
7. MANE
8. SME
9. SME
10. SAE