

City of Dunedin, Florida
Class Description

JOB TITLE: Assistant Library Director
Library Department

GENERAL STATEMENT OF JOB

Under general direction, assists Library Director in the management, supervision, and administration of the library to provide maximum services to library patrons in accordance with library policy. Provides professional assistance to the Library Director. Inspires a high level of service and innovation among the library team. Works in partnership with the Library Director to maintain a positive and productive organizational culture, with a focus on the library's mission, vision, and values. Oversees the Reference and Technical Services areas and works collaboratively to ensure excellent customer service and effective operations in these areas. Reports to the Library Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

Plans, directs, oversees and coordinates the operations of the Reference desk and provides effective and efficient services in accordance with Library goals, objectives, policies and procedures.

Supervises subordinate staff members and volunteers. Supervisory duties include instructing; assigning, reviewing, scheduling and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems and recommending employee discipline and discharge.

Effectively delivers library services to patrons. Maintains personal skills and knowledge to assure quality of service in person, online and by phone in the areas of library collections, technology, reference, readers' advisory, materials handling and customer service.

Oversees and participates in collection maintenance along with utilizing collection management tools. Participates and oversees collection development activities such as reading reviews, ordering library materials and maintaining collection through weeding and evaluation.

Oversees, coordinates, collaborates and schedules adult programming with adult services staff.

Oversees the acquisition, processing, and cataloging of all library materials.

Serves as Passport Program Manager and ensures compliance of the Passport Application Acceptance Program at the Library.

Routinely conducts evaluation, upkeep, and training for library online resources, including databases, library webpages, and online calendar and registration tools.

Manages gifts, grants, donations and Friends of the Library funds for adult programming and services.

Oversees outreach at city/community events and other local organization programs or events.

Assists with the Branch Library and other public desks as needed.

Participates in the review and development of library policies, procedures, and practices and assists the Director in interpreting policies to the Library staff and the general public.

Assists in budget preparation and administration, negotiation of expenditures, and grant writing.

Assists in the development and implementation of a strategic plan that promotes and supports the library's mission and vision.

Recommends equipment purchases, maintenance, and upgrades.

Ensures safe conditions for staff, patrons and building operation. Takes appropriate action in emergency procedures and assists with security needs.

Attend supervisor meetings, staff meetings, city meetings and trainings and countywide special interest group meetings.

Participates in library committees and professional organizations on the county, state and national level.

Continues learning about current theories and trends in library operations, services and programming along with completing continuing education webinars and attending workshops.

Plans, organizes, and implements special projects as needed or determined by the Library Director.

ADDITIONAL JOB FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Serves as Acting Director in the absence of the Library Director as needed.

Works with Library stakeholder groups such as the Library Advisory Committee, Dunedin Public Library Foundation and Dunedin Friends of the Library, along with community organizations.

Performs routine administrative/clerical work as required.

Performs other related duties as required.

Flexibility to work evenings and weekends, and to be "on-call" for emergencies.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an American Library Association accredited college or university with a Master's Degree in library science.

Five (5) years of experience in library reference operations. Public library experience is preferred.

Requires at least one-year experience in a supervisory capacity.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess a valid Florida driver's license.

This position is Category B for the purposes of Dunedin Emergency Management. Employees in this category may be required to remain onsite/ available as scheduled during times of emergency as declared by the City/County Commission or City Manager, or report for duty immediately following an emergency event.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Assistant Library Director. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the areas of library science, library technology, collection development and maintenance, reference services, etc. Able to demonstrate knowledge of trends in library service design, community engagement and collaboration, library programming, and experiential learning. Ability to successfully manage projects, organizational initiatives, and efficiently meet deadlines. Is able to make sound, educated decisions. Must be comfortable with setting goals, delegating, and communicating expectations in a productive way. Knows how to make public presentations. Clearly understands any

occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Demonstrates excellent written and oral communication skills. Demonstrates proficient computer skills with the ability to learn and incorporate emerging technologies into daily work. Demonstrates a high level of humility, motivation, and emotional intelligence.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards to the purpose of recognizing actual or probable interactive effects and relationships. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. Strong leadership skills with the ability to lead, motivate, and empower staff at all levels. Ability to establish and maintain positive and productive working relationships with staff and the public to achieve overall library goals. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Is able to train, assist, motivate and provide leadership to assigned staff. Is able to perform employee evaluations and to make recommendations based on results.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of and skill in the use of modern office equipment. Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone.

Verbal Aptitude: Requires the ability to use a variety of reference, descriptive and advisory data and information. Has thorough knowledge of terminology and related professional languages used within the department as such pertain to work responsibilities.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; to use principles of basic probability and statistical inference.

Functional Reasoning: Requires the ability to exercise principles of influence systems, such as motivation, incentive and leadership. Ability to exercise independent judgement to apply facts and principles for developing approaches and techniques to problem resolution. Is able to read and interpret materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgement, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental or subjective criteria as opposed to that which is clearly measurable

or verifiable. Has the ability to plan and develop daily, short- and long-term goals related to organizational purposes. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

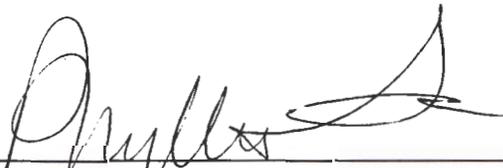
ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work involving moving from one area of the office to another and some light lifting, carrying, grasping, pushing and/or pulling of objects and materials such as files, file cabinet drawers of light to moderate weight (up to 25 pounds); ability to reach overhead. Some tasks require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies. Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an occasional basis. Ability to grasp, push, pull objects

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive computer screen exposure.

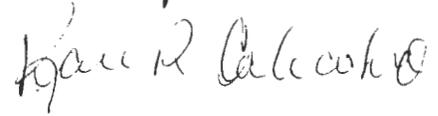
The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Library Director

2/1/24

Date



2/6/24