

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Assistant Library Director	Job Family: 2
General Classification: Management	Job Grade: 46

Definition: Under general direction of the Library Director, this position supports the strategic planning and administration of the Mountain View Public Library operations; leads, plans, organizes, manages, directs, and evaluates Library resources, services, and programs to provide community-based Library services; and interprets and promotes the Library's program to the Library Board of Trustees, City officials, and the community. The Assistant Library Director is expected to identify policy issues and work either independently or with other staff to develop, recommend, and implement solutions, streamlines, and enhancements. The Assistant Library Director acts on behalf of the Library Director in the Director's absence.

Distinguishing Characteristics: The Assistant Library Director position is distinguished from division manager positions in that the Assistant Library Director will take a lead role in overall department administration and support functions and the formulation of the department's overall goals and objectives, budget/capital improvement, and personnel training and evaluation programs. The incumbent operates with a broad range of independence within policy parameters and works under minimal direction, following general guidelines or professional and administrative standards in accomplishing assignments. The Assistant Library Director receives general direction from the Library Director and exercises direct and indirect supervision over Library Managers and other management, professional, technical, and clerical staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Plans, prioritizes, manages, and directs the response for the day-to-day operations of the Library Department, including overseeing staff training and development, department communications, marketing, social media and website, public record requests, building safety and security, and facility and capital improvement projects, and developing departmentwide customer service competencies, expectations, training guides, and manuals for all employees.
2. Manages, directs, and organizes the work of various division staff and other resources of each division; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; and identifies opportunities for improvement and directs the implementation of changes.
3. Recommends the appointment of personnel; participates in the hiring, training, supervision, motivation, and evaluation of department staff; sustains a culture of personal

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and collective accountability within divisions; and monitors performance and provides feedback and coaching to employees.

4. Provides complex administrative and professional assistance to the Library Director; develops and implements strategic directions for the department that are aligned with the City's and department's visions, goals, and objectives; and conducts assessment of existing community programs and services to ensure they support department goals.
5. Serves as a lead in cross-division teams and cross-department initiatives and programs.
6. Coordinates activities, services, and programs with other agencies, partners, departments, and/or other applicable parties.
7. Assesses community interests and needs related to Library services; analyzes the effectiveness and efficiency of programs and services; and responds to community needs.
8. Plans and schedules the allocation of professional and technical personnel on assigned projects and programs to optimize the utilization of staff resources and to maintain maximum effectiveness and efficiency. Oversees facility and capital improvement projects, remodeling projects, aesthetic and improvement projects, and regular cleaning.
9. Represents the department and/or the City to the public, to other agencies, and to regional and subregional committees, including conducting public meetings, making presentations, and responding to requests for information.
10. Liaisons with community groups, City departments, and Friends of the Mountain View Library; develops, maintains, and fosters an effective working relationship with related public, private, and community organizations, granting agencies, and other related outreach services; and works to identify other partner organizations in the community for arts, music, science, interpretation, recreational, and educational programs.
11. Responds to and resolves sensitive and/or the complex questions or concerns from the general public, partners, the business community, and staff.
12. Responds to inquiries and concerns from residents and government authorities.
13. Attends, chairs, and conducts a variety of meetings; serves on committees as assigned; makes presentations to the City Council; and represents the department and makes oral presentations at meetings, interagency meetings, conferences, and other events.
14. Prepares and develops budgets, which may include capital improvement program budgets; monitors revenues; monitors and approves expenditures in accordance with policies and

principles of sound fiscal management; develops and maintains analytical tools for audit and control of programs and to attain revenue targets; manages finances for grant and partnership programs; and recommends and justifies Library capital improvement requests.

15. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff; public agency budgetary, contract administration, and administrative practices; organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of library policies, programs, program planning and implementation, systems development, and library operational trends and practices; principles, practices, procedures, techniques, and materials of professional library work, including library reference, collection development and management for adults, teens, and/or children, and/or other professional library programs and services; principles, techniques, and procedures in cataloging, indexing, classifying, and organizing library materials; applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility; principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures; methods and techniques for the development of presentations and business correspondence; modern office practices and technology, including personal computer hardware and software applications related to the work; and techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.

Ability to: Recommend and implement goals, objectives, and practices for providing effective and efficient library services; assist in preparing and administering large and complex budgets; allocate limited resources in a cost-effective manner; administer complex, technical, and professional library services programs in an independent and cooperative manner; develop plans, services, and programs to meet changing community needs and ensure that programs are consistent with best practices and optimize the use of technology; interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations; plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel; select, train, motivate, and evaluate the work of staff and train staff in work procedures; effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses; prepare clear and concise reports, correspondence, policies, procedures, and other written materials; establish and maintain a variety of filing, record keeping, and

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tracking systems; organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; and establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Possession of a master's degree from an accredited college or university with major coursework in library science, information science, or a related field and five years of experience as a professional librarian, including three years of supervisory or management experience.

Required Licenses or Certificates: Possession of or the ability to obtain a valid California Driver License.

Working Conditions: This position may be required to work evenings and/or weekends to attend meetings, Library events, and training as needed.

Established: August 2022

Revised:

HRD/CLASS SPECS

Assistant Library Director