HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	**Assistant Director - Operations**	**LAST UPDATED:**	May 22, 2013
DEPARTMENT:	Library	**JOB CLASS:**	TBA
REPORTS TO:	Library Director	**FLSA DESIGNATION:**	Exempt

Summary: Under the general direction of the Library Director, the Assistant Director oversees the administration and supervision of the operations division of the Library Services Department, including library operations, budget, technology, websites and circulation This position prepares, coordinates, and monitors the Library's annual budget, cataloging and acquisitions, monitors accuracy of databases and collections, coordination of all Library procurement, supervises and is responsible for all staff in the Operations Division of the library.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Manages the day-to-day functions of the Library's Operations division.
- Plans, recommends, and executes changes in organization methods and procedures for improvement in efficiency and service to the public, as determined by citizen needs and interests.
- Oversees the planning, implementation and updating of all Library websites.
- Manages and oversee the Library's automation program, directs research and makes recommendations for the application of technology including automated services and equipment.,
- Serves as the department liaison with Information Technology staff and outside service providers.
- Keeps abreast of changing trends and technology in public library operations, and implements policy and procedure improvements as appropriate.
- Approves invoices, budget transfers and other financial documents.
- Prepares and monitors the Library's annual operating budget, including forecasting, administration and monitoring.
- Makes recommendations for maximizing fiscal effectiveness and efficiency; directs and evaluates Operations Service Division cost of service and rate studies.
- Oversees purchasing and licensing of Library technologies.
- Contributes to department's strategic plan and long and short term goals and projects.
- Participates in preparation of grant documents for special funding; monitors grant activities.
- Produces library research, reports, and proposals.
- Establishes and maintains effective working relationship with various library advisory boards and/or Foundations, Friends of the Library groups, governing boards, library patrons, and vendors.

- Analyzes and evaluates Operation Services division service and operations policies and procedures through staff consultation. Makes policy change recommendations to the Library Director.
- Carries out policies, procedures, and established practices of the city's library system.
- Oversees the negotiation of contracts with publishers and vendors.
- Supervises the use of professional cataloguing tools in the Library's holdings.
- Performs periodic cost analysis studies, monitors vendor contracts, and negotiates with vendors for supplies and services.
- Communicates with City, professional and other entities to maintain current list of names and contractual agreements with vendors located outside of the City.
- Plans, organizes and directs a periodic inventory of all items in the Library's holdings.
- Supervises the review and correction of errors and inconsistencies between the catalog and actual holdings.
- Supervises staff and volunteers in the daily operation of the Operation Services division of the Library.
- Directs and supervises the recruiting, selection, and training of assigned staff
- Conducts annual employee performance appraisals on assigned staff.
- Counsels, disciplines, evaluates and directs assigned staff.

Other Important Duties:

- May be subject to working extended hours, nights, and weekends.
- Represents the library at as various service club functions as assigned.
- May conduct formal or informal training workshops and sessions for Library staff and various Library boards.
- Travels to attend meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of professional library principles, practices, functions, methods and administration.
- Knowledge of the management and inventory and cataloguing of library collections.
- Knowledge of procurement, accounting and budget management practices and procedures for a municipal library.
- Knowledge of City policies and procedures.
- Proficiency in the use of computers and related equipment, hardware and software.
- Skill in planning, developing and implementing departmental procedures and objectives.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in effective oral and written communications.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- Masters Degree in Library Science from an American Library Association accredited university, **and** five (5) years professional experience in technical library support, business network systems support, computer information systems, database administration or related field and two (2) years experience in a management or supervisory capacity **or** equivalent combination of education and experience equivalent to an MLS.
- Must pass a pre-employment drug screen, criminal background check and MVR check.
- Must possess State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in a public library environment.
- May be subject to repetitive motion such as typing, data entry and must possess vision sufficient to use a computer monitor.
- May be subject to occasional bending, reaching, kneeling, and lifting such as retrieving or replacing books and materials.
- Must be able to lift up to 50 pounds and have the ability to push for a 75 pound initial push of a loaded materials cart.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, cash register, other standard office equipment, book truck, and department or personal vehicle.

Approved By:

Signed by Shelley Holley	05/20/2013
Shelley Holley, Library Director	*Date*
	05/20/2013
Lauren Safranek, Director of Human Resources	*Date*