

**City of San Rafael
Job Class Specification**

Job Title: Assistant Library and Recreation Director

SUMMARY:

Under the direction of the department Director, the Assistant Library and Recreation Director will plan, organize, direct and coordinate daily activities of assigned programs/divisions within the Library and Recreation Department. The Assistant Director will provide highly complex staff assistance to the Director of Library and Recreation and has considerable latitude for the exercise of independent judgment, particularly in managing projects. Acts in the absence of the Director. Performs other duties as assigned. This assignment will oversee one division within the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list provides a sample of duties and responsibilities, but not all inclusive of all responsibilities. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

Management Functions

- Recommends and directs the implementation of goals, objectives, policies, procedures, and work standards for programs and facilities.
- Establishes priorities; develops, plans, organizes, and evaluates, directly or indirectly, the activities of assigned programs and facilities.
- Supervises and evaluates assigned staff; provides assistance to supervisory staff in resolving daily problems, interpreting policies and procedures, and meeting goals and objectives.
- Prepares reports and analysis for City Council and City staff; participates in meetings of the City Council, relevant Commissions, Boards, community groups and professional associations and presents verbal and written reports.
- May serve as the staff liaison to division-related Boards, Commissions and Committees.
- Fills in for direct reports as needed.
- Provides leadership and promotes staff development; encourages innovative thinking and creativity.
- Resolves the more complex citizen complaints.

Administrative Functions

- Presents recommendations on the formulation of policies and procedures.
- Coordinates the preparation and administration of the division budget.
- Prepares or directs the preparation of complex reports and program studies and recommends improvements.
- Assesses service needs and makes recommendations for continuous improvement.
- Maintains records and reports relative to system operations.
- Functions as the division project manager for special projects.
- Uses personal computers and various mobile devices to perform internet-based work including social media management, word processing, spreadsheet and database management functions.

Division Representative

- Represents division and the City in the community and at professional meetings.
- Assists with coordination of division activities with other City departments and outside agencies.

- Responds to requests for information and concerns.
- Serves as Acting Director of Library and Recreation when assigned.

KNOWLEDGE OF:

- Principles, practices and methods used in public library philosophy, public art, parks, recreation, childcare or related field.
- Principles and practices of administration, management and programs.
- Principles and practices of personnel and facilities management and supervision.
- Principles and practices of budget preparation and administration.
- Marketing and outreach techniques.
- Grant writing and reporting; budgeting procedures and techniques.
- Change management; methods and techniques required for the effective delivery of services.
- Effective communication techniques including proper English usage, spelling, and grammar.
- Effective training techniques.
- Principles and practices of exceptional customer service.

ABILITY TO:

- Plan, organize, direct, and review work of assigned staff; analyze complex administrative issues, evaluate options, and recommend effective courses of action.
- Evaluate the effectiveness of programs; supervise, train, evaluate, mentor, and coach employees.
- Effectively contribute to the work in a team environment; coordinate multiple projects and meet critical deadlines.
- Exercise sound judgment, initiative, and creativity.
- Write clear and concise letters, memos, reports, and informational materials; collect and interpret data for use in decision making and planning.
- Organize workflow; analyze complex and sensitive administrative, operational, economic and organizational issues.
- Use initiative and possess the capacity to accept increasingly responsible and challenging assignments.
- Be sensitive to and respect all segments of the community; communicate effectively, both orally and in writing.
- Relate effectively with those contacted in the course of work and develop and promote good public relations for the department.
- Learn and appropriately apply City and department policies, practices and terminology.
- Exemplify an enthusiastic, resourceful, and effective service attitude with the public, co-workers, and others contacted in the course of work.

EDUCATION and/or EXPERIENCE:

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

- Five years of relevant professional experience including at least three years of management level responsibility including the supervision of professional, technical and support staff.
- Bachelor's degree in a related field from an accredited college or university. Master's degree preferred for the position assigned to the Library and Arts division.
- Any recent training such as academic courses and certification programs which are relevant to this job classification.

LICENSE

Possession of a valid California Driver's license.

SPECIAL REQUIREMENTS

Willingness and ability to work the hours necessary to accomplish the assigned duties; attend evening meetings; and travel out of town and attend workshops, conferences, and seminars during work and non-work hours.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear and speak well enough to converse by telephone, in person, and to large groups and be clearly understood; stamina to work additional hours to meet deadlines and attend night meetings.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to video display and frequently works in inside environmental conditions. The employee is occasionally exposed to outdoors weather conditions and occasionally works in evenings or weekends and occasionally works with use of personal vehicle. The noise level in the work environment is usually moderate.

Prepared By:	Catherine Quffa/Susan Andrade-Wax
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