

**City of San Rafael  
Job Class Specification**

## **Job Title: Assistant Library Director**

### **SUMMARY**

Under general direction, plans, organizes, directs and coordinates the daily activities of the San Rafael Public Library; provides highly complex staff assistance to the Library Director; acts in the absence of the Director; and performs other duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This single position classification provides management over the daily activities of circulation and technical support services; provides professional and administrative support to the Library Director with only occasional direction on methods and techniques. The incumbent has considerable latitude for the exercise of independent judgment, particularly when representing the Library Director with other city departments, agencies, boards, and community groups.

### **SUPERVISION RECEIVED**

General direction is provided by the Library Director.

### **SUPERVISION EXERCISED**

Provides direct supervision to designated Supervising Librarians and the other department supervisors, and indirect supervision to all levels of library employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is meant to be representative, not exhaustive. 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 the library
- Establishes priorities; develops, plans, organizes, and evaluates, directly or indirectly, the activities of the Library's public service or support units
- Supervises, and evaluates assigned staff; provides assistance to supervisory staff in resolving daily problems, interpreting policies and procedures, and meeting goals and objectives
- 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 the Library's policies and procedures
- Coordinates the preparation and administration of the Library budget;
- Prepares or directs the preparation of complex reports and program studies and recommends improvements
- Assesses library service needs and makes recommendations for continuous improvement
- Maintains records and reports relative to system operations
- Functions as the Library's project manager for special projects
- Uses personal computers to perform word processing, spreadsheet, and database management functions.

#### Library Representative

- Represents the Library and the City in the community and at professional meetings

- Assists in the coordination of library activities with other City departments and outside agencies
- Responds to requests for information and concerns
- Serves as Acting Library Director when assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### Demonstrated Knowledge of:

Modern library science theory and practice with emphasis in the areas of public library philosophy and operating techniques; the principles and practices of management and supervision; current library automation systems and computer equipment; budgeting procedures and techniques; resources, methods, and techniques required for the effective delivery of library services; effective communication techniques including proper English usage, spelling, and grammar; effective training techniques; principals and practices of exceptional customer service.

### Demonstrated Skills 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 library 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 work flow; 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 Library; utilize personal computers for word processing, spreadsheet, database, and specialized functions; and exemplify an enthusiastic, resourceful, and effective service attitude with the public, co-workers, and others contacted in the course of work.

### **ABILITY TO:**

Effectively apply the required knowledge and skills in the daily performance of assigned duties; and learn and appropriately apply city and department policies, practices and terminology.

### Experience, Education, and Training Guidelines:

Any combination of experience, education, and training that would provide the best qualified candidates.

A typical way to obtain the knowledge, skills, and abilities would be:

Six years of professional library experience including at least three years of management level responsibility including the supervision of professional, technical and support staff. Three years of municipal library experience preferred.

Master's degree in library science or a related field from an accredited college or university.

Any recent training such as academic courses and certification programs which are relevant to this job classification.

### **LICENSE**

If required, possession of an appropriate California Driver's license and a satisfactory driving record as determined by the City.

Other 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.

Special Requirements: Essential duties require the mental and/or physical ability to: work in a library environment; when required, drive a motor vehicle; read fine print and computer monitors; dexterity to write and operate a computer keyboard; 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.

**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.

**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 regularly works in indoor conditions and regularly works near video display. The employee is occasionally expected to use a personal vehicle and occasionally works in evenings or on weekends. The noise level in the work environment is usually quiet.