

CITY OF ONTARIO

CLASS CODE 1032 GROUP 3
DEPARTMENT REVIEW Sue Luce DATE 9/28/94
PERSONNEL APPROVAL [Signature]
EFFECTIVE DATE 10/12/94
SUPERSEDES N. A.

ASSOCIATE LIBRARY DIRECTOR

DEFINITION

This is responsible professional administrative work in planning and supervising the activities of major divisions of the municipal library system. The Associate Director manages, directs and coordinates the public service units of the Main Library including adult, children's, media and circulation services and local history room; Branch and outreach services; coordinates activities with other City Departments and outside organizations; selects, trains, directs, and coordinates professional, paraprofessional and clerical staff. Within broad policy outlines established by the Library Director, the Associate Director uses considerable independent judgment and initiative in developing a program of library service to meet community and system needs. The Associate Director is second-in-command of the Library and acts in the Director's place in the director's absence. Work is reviewed by observation, conference, analysis of reports and periodic evaluation.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists in the development of library planning, policies and procedures as part of the administrative team; interprets and implements policies and procedures; oversees the daily operations of the Main Library public service units, Branch and outreach; supervises the assignments of work activities, projects, programs and scheduling of staff; monitors work flow; reviews and evaluates work methods and procedures; initiates and oversees planning of special programs; oversees collection development within budget limitations and established procedures; responds to and resolves difficult customer inquiries and complaints; prepares the Main Library and Extension Services budgets; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitors budget implementation; directs local history room; selects, trains and supervises personnel, oversees the preservation and processing of archival materials; solicits donations of relevant materials; coordinates with City Museum. The Associate Library Director is liaison with City's Geographic Information System (GIS) unit and oversees library's GIS services; collaborates with Support Services and Systems Managers as needed; maintains local community contacts; promotes library activities; delivers presentations to schools and organizations; and participates in local groups; handles news releases of library activities; remains abreast of current practices in the field of public library service and archival management; participates in appropriate professional activities; prepares a variety of management and administrative reports.

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OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Minimum: Master's degree in library science; five (5) years increasingly responsible professional library experience, including two (2) years of supervisory responsibility Experience in a special collections department of a public or university library.

Knowledges: Knowledge of and ability to use current computer technology as related to library operations; knowledge of philosophy and objectives of public library service and its relationships to the community; knowledge of principles, practices and procedures of library operations, organization and management, and their application in solving library operational problems; knowledge of general principles and techniques of adult, children's, media, and circulation services; knowledge of principles and techniques of basic archival managements and paper conservation; knowledge of budgeting procedures and techniques; knowledge of principles and practices of supervision, training and personnel management.

Ability to: organize, direct and implement multiple library functions in a comprehensive library program which meets the needs of the community; develop a balanced library collection including print and non-print materials; analyze problems, identify alternative solutions and implement recommendations; coordinate activities of the Main Library and Extension Services with other units of the Library; prepare and administer budgets; select, supervise, train, and evaluate personnel; communicate clearly and concisely, both orally and in writing; perform all essential job functions; establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

Desirable: ALA accredited Master's degree in library science. Experience with public library customer and computer services.