

Code: 7585

Title: LIBRARY DEPUTY DIRECTOR

SUMMARY: This classification provides fiscal, administrative and operations management functions for the County Library District, the County's participation in the joint Pima-Tucson Library System and the provision of library services to unincorporated areas of the County and selected libraries desired by other jurisdictions. This classification is in the Unclassified service, and is exempt from the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Represents Pima County on the Pima-Tucson Library Board and at related meetings;
Recommends to the Library Director the levels of County participation in joint County/City and other jurisdiction's Library programs;
Oversees and administers all County Library District expenditures;
Develops and administers Library District budgets;
Develops short/long-term goals and programs to support the provision of library services to unincorporated areas of the County, and to jurisdictions requesting such services;
Negotiates and administers Inter Governmental Agreements (IGAs) and like instruments with affected jurisdictions for the provision of library services;
Coordinates the construction, maintenance and repair of County-operated or maintained library facilities with affected jurisdictions, County Facilities Management and contractors/vendors;
Administers contacts with vendors and service providers, through the County Procurement Director;
Coordinates the staffing of County operated library facilities with affected County agencies and departments;
Develops grant proposals for the development and enhancement of library services and acquisition of other needed resources, and administers grants attained;
Coordinates the participation of citizen advisory groups, volunteers and community groups in library activities;
Researches, prepares and submits routine, recurring and special reports and studies to the Library Director;
Oversees or directly supervises professional, paraprofessional and administrative/clerical staff;
Assesses community needs for library services through contact with the public, citizen advisory groups and community leaders, and develops/implements plans to meet these needs;
Assures, through staff, the proper development, procurement, maintenance and use of the collections of individual libraries and the overall Library System, to include electronic technology, e.g., computer/Internet access, automated catalog and reference systems, etc.;
Develops and implements library/library system policies, procedures and goals;
May represent the Department at professional workshops, symposia and like events;
May act as Library Director in the absence of the same.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles, practices and techniques for the development, administration and operation of a multi-facility public library system;

- current trends and developments in the provision of library services to a diverse population, to include electronic technologies;
- other community resources for library services;
- principles, practices and techniques of public sector fiscal management, to include financing, budget development and administration and related accounting processes;
- requirements for the development, negotiation and administration of IGAs, grants, gifts and like agreements;
- organization and functions of the County departments;
- public sector contracting processes and procedures;
- local community demographics;
- principles and practices of effective public relations;
- Merit System Rules, Personnel Policies/Procedures and Administrative Procedures.

Skill in:

- assessing community needs for library services and developing or negotiating the provision of such services, to include needed facilities, staffing and other resources;
- developing and implementing short/long-term goals and projects to enhance library services in a cost-effective manner;
- developing and administering grants, gifts and other outside funding;
- development and administration of budgets, to include financing and administration;
- negotiation and administration of IGAs and like agreements;
- negotiation and administration of contracts for goods and services from outside vendors;
- communicating effectively;
- supervising, training and evaluating assigned staff.

DESIRED QUALIFICATIONS: The County Administrator will determine the desired qualifications at the time of recruitment. Typically, this would include: A Master's degree in Library Science (MLS) from an American Library Association accredited college or university and at least three years of senior management experience in a public sector library system.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment.

Special Notice Items: This is an appointed position in the Unclassified series and is exempt from the Merit System Rules.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.