

ASSISTANT LIBRARY DIRECTOR (AM)DEFINITION

Under administrative direction of the Library Director, manages the operations of the Santa Ana Main and Branch Libraries and may act as the Library Director in his/her absence.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Establishes policies and procedures, administers, monitors and evaluates the operations of the Library at the Main and Branch Libraries, including Adult Services, Youth Services, and Branch Services, to ensure delivery of an integrated program of library services. Recommends, develops and monitors library services to meet community needs. Confers with the Executive Director on existing and potential operational and personnel problems and takes appropriate action. Formulates or assists the Library Director in the formulation of system-wide policies, goals, objectives, and procedures. Assists the Director in a variety of administrative functions, including the budgeting process, policy development, long/short range planning and staff development. Directs, supervises and evaluates the performance of the Supervising Librarians. Consults with each Supervising Librarian to implement new programs, review and solve operational/procedural concerns and to develop budgets and five-year plans. Evaluates training needs and plans and schedules appropriate in-service training for library employees. Oversees material selection for the library's various collections. Plans and conducts regular operational team meetings, including follow-up on decisions. Reviews and evaluates work products, methods, grant progress, and reports. Responds to and receives difficult citizen inquiries and complaints; communicates with news media. Acts as department head in the absence of the Library Director. Performs other related functions as required.

DISTINGUISHING FEATURES OF THE CLASS

This is the management classification in the professional Librarian series. This single position classification is responsible for activities, programs and service delivery of library facilities and supervises professional Librarians at all levels.

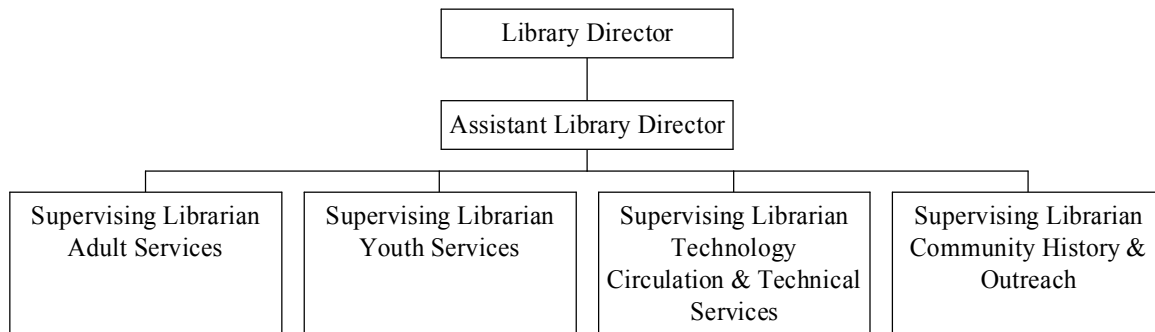
MINIMUM OR DESIRED QUALIFICATIONS

Graduation from a college or university accredited by the American Library Association with a Master of Library Services. Five years of responsible professional experience in a Public Library, including at least three years in a responsible supervisory or administrative capacity. Experience in supervising multiple service outlets, providing library services in a multicultural environment and developing and monitoring budgets is highly desirable.

Knowledge of: principles and practices of public library administration, issues and approaches to provide effective Library services in a multicultural community.

Ability to: plan, implement, and supervise the activities of professional and technical Library staff; communicate effectively, including the ability to prepare and present reports orally or in writing to a variety of audiences including professional, legislative, and public groups.

ORGANIZATIONAL RELATIONSHIPS



Class title change from Community Library Manager per Council Resolution No. 2003-021, effective 2-18-03

Reviewed: 12/03

ADA approved: 12/03