

DEPUTY LIBRARY DIRECTOR

DEFINITION OF WORK

As the second level administrator, this position assists the Library Director in directing the activities and services of the Cumberland County public library system. Employee oversees the day-to-day operation of the library and serves as the Library Director in his/her absence. Duties and responsibilities focus on public services, policy and procedures, and ensuring that the library meets its goals and objectives. Employee serves on the Library Director's management team and provides direct supervision over two library division managers, one headquarters library manager, and four regional branch library managers. General guidance, direction, and supervision are provided by the Library Director.

EXAMPLES OF WORK

Supervises the managers of regional branch libraries and main library. Ensures efficient delivery of services to customers and adherence to policy and procedures. Resolves customer complaints. Ensures implementation of new or revised library policies. Consults with and makes recommendations to the Library Director on library practices, procedures, policies, and operations. Makes recommendations on annual budget. Drafts or edits new procedure documentation for inclusion in operational manuals. Develops and coordinates a five year plan annual survey; provides hearings for barred customers; participates in disciplinary actions, and makes recommendations as appropriate. Participates in the creation and presentation of training workshops. Employee performs related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Master's degree in Library Science and seven years of professional public library experience to include five years of supervisory experience in a public library working with all levels of library staff; or an MLS with two years of professional public library experience combined with a Master's degree or higher in another field and five years of public service experience to include considerable supervisory experience. Trainee status may be considered.

Knowledge, Skills, and Abilities:

Thorough knowledge of the principles, practices, and methods of libraries and organizational communications; knowledge and experience in successful business writing; effective organizational skills; ability to define problems, collect data, establish facts, evaluate outcomes, and draw valid conclusions; ability to interpret an extensive variety of data and information; ability to plan and formulate strategies; ability to work under pressure and meet deadlines; ability to effectively present information in written or oral form to County management, public groups, and Board of Trustees; ability to organize and direct professional, paraprofessional, and office support employees; and an ability to develop and maintain effective and cooperative internal and external departmental relationships and deal courteously and tactfully with the public.

SPECIAL REQUIREMENTS

Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is

tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Work is performed in an office environment. Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

PHYSICAL REQUIREMENTS

Must be able to exert some physical effort, typically involving some combination of reaching, standing, and walking.

Must be able to lift, carry, push, and/or pull objects and materials of moderate weight up to 20 pounds.

Must be able to perform coordinated movements such as operating office equipment and keyboarding.

Some tasks require visual perception and discrimination.

Some tasks require oral communications.