

JOB DESCRIPTION

JOB TITLE: DEPUTY DIRECTOR – Pay Level 25

Approved by Board: January 17, 2012

SUMMARY STATEMENT:

Under the general direction of the Library Director. Responsible for working with the Director in planning, directing and overseeing the activities and operations of the Joliet Public Library with a focus on technology.

DUTIES AND RESPONSIBILITIES:

Policies and Planning:

- Works with the Director in the implementation of policies, procedures, and goals established by the Library Board.
- Assists in the formulation of annual goals and objectives that support the Library's mission and meet community needs.
- Works with the Director in the preparation of the annual budget.
- Shares responsibility with the Director for facilities planning and assessment.

Technology:

- Serves as the main library resource for technology.
- Directly oversees the Technical Services department and IT staff.
- Coordinates and supervises contracts, leases, and technology upgrades.
- Supervises the Universal Services Erate program.

Leadership:

- Serves as a member of the library's Leadership Team.
- Provides leadership for current and long-range planning of effective library services.
- Participates in library-wide committees and professional association activities.
- Maintains awareness of developments and trends in librarianship by attending workshops, conferences and by reading professional literature.
- Maintains awareness and involvement in community groups and agencies.
- Assists the Director in library advocacy efforts and involvement in the political process.

Staffing and Services:

- Serves as the primary contact for staff grievances and recommends appropriate resolution.
- Coordinates staff development and training programs.
- Participates in the coordination of activities and procedures between departments at the main library and the branch library.
- Serves as a staff resource for grant writing as well as developing and writing grants.

- Serves as the Head of the Disaster Recovery Team.

JOB SPECIFICATIONS: Knowledge, Skills and Abilities.

- Must have a good working knowledge of:
 - the principles and practices of professional library work, management and supervision as well as budget development and administration.
 - knowledge of organizational and budget development.
 - Knowledge of supervisory and employee training and development methods.
 - Broad knowledge of library materials, technologies and methods.
 - current library technology and connectivity issues.
 - Computers and Windows-based software.
 - Customer service standards and the ability to communicate and work effectively and tactfully with employees and the public to create a positive workplace environment and to present a positive public image.
- Ability to define problems, collect data, establish facts and draw conclusions.
- Ability to interpret community interests and needs and develop appropriate library services.
- Ability to interpret and apply laws and regulations and develop appropriate policies and procedures for compliance and effective operations.
- Ability to work in a team environment and show good professional judgment.

EDUCATION, TRAINING AND EXPERIENCE

Requires a Master of Library Sciences degree from an ALA accredited school and five or more years of related experience or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

RESPONSIBLE TO: Library Director

DEPARTMENT: Administration 101

JOB DESCRIPTIONS ARE MEANT TO BE GENERAL GUIDES TO THE DUTIES AND RESPONSIBILITIES OF THE JOB AND ARE NOT INTENDED TO LIST EVERY POSSIBLE TASK AN EMPLOYEE MAY BE CALLED UPON TO PERFORM.

REVISED BY: Dianne Harmon

DATE: 01/16/2012

I have read the attached position description and believe it both accurately and completely describes the position.

INCUMBENT _____

IMMEDIATE SUPERVISOR _____

DATE: _____