

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Deputy Director of Administrative Services**

Dept.: **Administration**

Job Code Number: **10016**

Reports to: **Executive Director**

Grade Number: **28, Non-represented**

Effective Date: **Revised January 2021**

FLSA Status: **Exempt**

General Position Summary:

The Deputy Administrative Director will provide strategic and functional oversight of administrative services, including Finance, ITS, Facilities Management, and Human Resources. May serve as Acting Library Director in the absence of the Executive Director and Deputy Library Director. The position participates in Leadership Team planning, high-level decision making for the whole system, and leadership and mentoring to all employees. In partnership with the Executive Director and Deputy Library Director, builds and fosters a success oriented and accountable organizational environment.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

- Provide leadership, guidance and direction to the Directors of Finance, ITS, and Facilities Management, to set goals and objectives and to analyze and resolve problems.
- Provide leadership, guidance and direction to the Human Resources Managers, and department, including setting departmental goals and objectives.
- Play a significant leadership role in strategic planning and service innovation for the administrative functions of the Library System.
- Lead efforts to provide excellent internal customer service with a focus on effective and consistent evaluation and improvement.
- Stay current and be proactive on finance, ITS, facilities management and Human Resources projects, trends, issues and problems.
- Manage special projects and tasks, providing updates and reports to stakeholders as necessary and requested.
- Develop and monitor current and future budgets of the library system, with appropriate input and collaboration with direct reports, the Executive Director, and the Deputy Library Director.
- Review and evaluate performance, giving coaching and feedback and making personnel decisions as necessary; participate in interviewing, hiring and training of direct reports.
- Participate in leadership, administration, special project, and strategic meetings; responsible for communication and collaboration of the departments managed.
- Provide organizational leadership for process of planning and forming committees and

- work groups to meet strategic objectives.
- Oversee process to update internal policies and procedures.

Core Competencies:

Customer Focus

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn from differences.

Ethics, Values, and Judgement

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

Professional & Technical Knowledge

Demonstrates proficiency in professional and technical skills/and or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to foster personal success and connections for others.

Coaching and Counseling

Facilitates the development of other's knowledge, abilities, and skills to fulfill job and role responsibilities more effectively. Provides timely feedback, guidance, and encouragement to help others achieve better performance and goals; builds confidence of others.

Managerial Courage

Tactfully provides direct and actionable feedback in a timely manner, is open and direct but not intimidating; deals head-on with people and problems even in the most difficult situations.

Organizing and Planning

Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

Communicates Effectively

Conveys ideas/information in a way that is clear, engaging and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Master's degree in Business Administration, Finance, Public Policy, or related field.
- Minimum of seven years of related work experience required, nine years of related work experience preferred.
- Minimum of three years of supervisory and people or project management experience required, five years of supervisory and people or project management experience preferred.
- Leadership and management experience in a public agency required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a normal office environment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
Director of HR