

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Deputy Library Director**

Job Code: **10012**

Dept: **Public Services**

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

Reports to: **Director**

FLSA Status: **Exempt**

Effective Date: **Revised May 2019**

General Position Summary:

The Deputy Library Director provides strategic and functional oversight of library public services, including all branches, outlets and public service coordinative functions, as well as collection management. Serves as Acting Library Director in the absence of the Executive 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 Administrative 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.

1. Provide leadership, guidance and direction to the Directors of Public Service, Library Operations, and Collection Management to set goals and objectives and to analyze and resolve problems.
2. Serve as Acting Library Director in the absence of the Executive Director.
3. Play a significant leadership role in strategic planning and service innovation for the Library System.
4. Lead efforts to provide excellent customer service with a focus on effective and consistent evaluation and improvement; oversee process to update and improve public service policies and procedures.
5. Manage special projects and tasks, providing updates and reports to stakeholders as necessary and requested.
6. Develop and monitor current and future budgets of the library system, with appropriate input and collaboration with direct reports and Library Leadership.
7. Review and evaluate performance, giving coaching and feedback and making personnel decisions as necessary; participate in interviewing, hiring and training of direct reports.
8. Participate in leadership, administration, special project, and strategic meetings; responsible for communication and collaboration of the library system; represent library at external events; initiate outreach and external partnership activities and attend meetings and participate in committees and/or organizations that further the library's mission and goals.
9. Keep informed of current library services, library technology, collection development, collection management and management practices with an eye toward bringing innovative ideas to KCLS.

Core Competencies:

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 about differences.

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.

Ethics, Values and Judgement

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

Professional and 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 better 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 Library Sciences from an ALA accredited program.

- 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
- management experience required, five years of supervisory and people or project management experience preferred.
- Library leadership and management experience required.

SPECIAL REQUIREMENTS

None.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using hands in conjunction with frequent finger use and typing, this typing may be repetitive up to frequently. Frequently sits and occasionally will stand and walk. Will frequently reach up to chest level with hands and arms. The employee will occasionally lift to 10 pounds and will seldom push/pull carts using light force.

WORK ENVIRONMENT

Work is performed in a normal office environment.

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