



POSITION DESCRIPTION

POSITION: Deputy Director
DEPARTMENT: Administration
GRADE: 18
CLASSIFICATION: Full Time, Exempt

I. SUMMARY

Under the direction of the Library Director, with wide latitude for independent judgment and decision making, contributes to the effective administration of the Library, manages and coordinates human resources functions and oversees facilities and support services necessary for ongoing daily operations of the Library. Advises and assists the Library Director in decision-making related to Library personnel, resources, and services and serves as Acting Director in the absence of the Library Director.

II. DUTIES AND RESPONSIBILITIES

A. Primary duties and responsibilities

1. Contributes to the effective administration of the Library as senior member of the Library's Administrative Team:
 - a. Responsible for Library operations in the absence of the Library Director
 - b. Works with Library Director in the development and implementation of Library policies and procedures; participates in goal setting and organizational planning; assists in preparing budget and monitoring expenditures
 - c. Provides leadership and works collaboratively with Department Managers to coordinate activities across departments; participates in weekly management meetings; reviews operations and workflows for effectiveness and efficiency
 - d. Supervises Administrative Assistant(s), including coordinating workflows for payroll, accounts payable and receivable, communications with Board of Trustees and compilation and dissemination of Board packet materials
2. Manages and coordinates Human Resources functions:
 - a. Oversees recruitment, selection, evaluation, and training of staff, ongoing professional development and continuing education experiences, new staff

- orientation, reference and background checks, and employment verification documentation and inquiries
 - b. Administers Library personnel policy, including review of governmental and regulatory compliance and recommends changes as needed; oversees employee leaves of absences, FMLA, disability, workers compensation and unemployment claims; remains current on laws and regulations effecting payroll, human resources and benefits
 - c. Administers and tracks all staff benefits programs, including pension, life, disability, health, dental, flexible spending and deferred compensation plans; works with benefits consortium; serves as liaison with agents and representatives; educates staff regarding benefits and assists them with forms and questions
 - d. Manages employee relations and performance issues, including working with Department Managers in administering performance evaluations, developing employee goals and performance improvement plans, taking disciplinary action or, if necessary, dismissal
 - e. Reviews timesheets to ensure compliancy with Library policy and legal requirements, oversees use and tracking of vacation, sick, and personal days; maintains accurate personnel and salary rate records and coordinates record retention; coordinates activities with Administrative staff and/or outsourced business and accounting services to prepare biweekly payroll and ongoing reports
3. Oversees maintenance of building, grounds, and equipment
- a. Supervises Facilities Manager and personnel, including hiring, training, scheduling, and evaluating; plans for ongoing building maintenance and repairs; supervises improvements to building and grounds;
 - b. Supervises IT Manager and personnel, including hiring, training, scheduling, and evaluating; coordinates technology and equipment required for library operations, including but not limited to IT, Internet access, phone /telecommunications systems, integrated library system, and printing and photocopy equipment
 - c. Conducts bid procedures and activities, reviews and oversees management of contractual services and proposals
 - d. Coordinates and oversees disaster and emergency procedures and documentation
- B. Additional or specialized duties
- 1. Attends all regular board meetings; may attend special board and committee meetings; may serve as recording secretary
 - 2. Oversees timely updating of all policy and procedures manuals
 - 3. Maintains accurate records, compiles statistics, prepares monthly and annual reports; responds to surveys and queries for data
 - 4. Engages with the community through special projects and meeting attendance involving library promotion and community relations
 - 5. Collaborates with colleagues within and across departments in providing information, planning services, and developing resources for library patrons; serves as member of cross departmental teams as assigned
 - 6. Participates in continuing education opportunities and activities that are pertinent to the position
 - 7. Other duties as assigned

III. Knowledge, Skills, and Abilities Required

1. Embraces "Service at the level of WOW!" philosophy
2. Ability to establish and maintain rapport and productive relationships with community leaders, local businesses, and community groups
3. Maintains current knowledge of library issues and trends
4. Ability to work and communicate effectively with public and staff
5. Ability to set priorities, make independent decisions and exercise discretion with patrons and staff
6. Ability to follow through tasks to completion

7. Physical Skills and Abilities Required

1. Ability to use computer keyboard, telephone and other library equipment
2. Ability to lift 10 pounds and transport Library materials
3. Ability to get to meetings outside the library

V. Qualifications for Position

1. Master's Degree in Library and Information Science (ALA accredited), Human Resources, Business Administration or Public Administration, or equivalent combination of education and experience
2. Five to seven years of increasingly responsible supervisory experience required, public library experience preferred
3. Minimum three years human resources with payroll experience required; PHR/SPHR preferred
4. Knowledge of and experience with facilities management, building operations, and library equipment preferred
5. Available to work evenings and weekends as needed