

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: ASSISTANT DIRECTOR OF LIBRARY SERVICES**

<b>JOB CODE:</b>	<b>0902</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>NON-ASSOCIATED/NON-CLASSIFIED</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>EEOC CODE:</b>	<b>OFFICIALS &amp; ADMINISTRATORS</b>

**JOB SUMMARY**

Under general direction, assists with the overall management in providing oversight and direction of several divisions within the Library Services Department.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Director of Library Services

Supervises: Managerial, supervisory, professional, and administrative support staff

**DISTINGUISHING CHARACTERISTICS**

The Assistant Director of Library Services is designated as “at-will” and excluded from the competitive service of the City and the City’s Classification Plan. The incumbent serves at the pleasure of the appointing authority and subject to discharge without cause and without right of appeal.

Assistant Director of Library Services differs from the Director of Library Services in that the Assistant Director of Library Services assists with the overall management of the department while the Director of Library Services is responsible for the overall administration of the department as well as planning, organizing and directing all City library services.

Differs from Principal Librarian in that Assistant Director of Library Services assists the Director of Library Services in the overall management of the department while Principal Librarian supervises library services for specific programs and functional divisions.

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### **EXAMPLES OF ESSENTIAL DUTIES**

- Assists the Director of Library Services in managing and directing the operations of the department
- Plans, organizes, and manages the work of professional, technical, and administrative staff performing support duties related to all programs activities within the Library Services Department
- Manages, plans, oversees the operation of multiple physical library locations such as branch libraries or specific library services
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the assigned functions and programs; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of planning services, projects and activities; assess and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Director
- Participates in the development and administration of department, program and project budgets; oversees assigned budgets; participates in the forecast of additional funds needed for staffing, equipment materials and supplies
- Participates in selection, training, and evaluating assigned personnel; provides or coordinates staff training, works with employees on performance issues; administers discipline and corrective performance measures
- Directs, oversees, and develops programs related to Adult, Technical Support or Branch Services; assigns work activities, projects and programs, monitors work flow; reviews and evaluates services, methods, and procedures; prepares various staff reports on operations and activities
- Acts on behalf of the Director of Library Services in the Director's absence
- Keeps abreast of current trends and innovative practices in library science and information technology by reviewing professional literature and participating in professional organizations
- Identifies and anticipates changing community needs or library best practices and develops, services, and programs to address changes
- Performs outreach to the community, community organizations and schools; provides informational presentations on library services, programs, and collections
- Monitors changes in regulations and technology, researches emerging products and enhancements, and reviews their applicability to City and department needs
- Attends leadership, management, supervisory and subject matter training to stay abreast of industry best practices

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- Develops processes to ensure business continuity in the event of a disaster
- Travels to offsite locations
- Works various hours, including nights and weekends as deemed necessary by manager/supervisor, to conform with changing priorities and meet deadlines
- Reports to work as scheduled, maintains satisfactory attendance record
- Performs other related work as assigned

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

#### **MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

##### **Knowledge of:**

- Theories, principles and practices of modern library management, including current developments in library science and in managing the delivery of library services
- Principles and practices in areas of specialty, including but not limited to modern library automated systems and equipment, library cataloging and classification, and collections development and maintenance
- Public library programs and their relationship to community needs; community relations development methods and techniques
- Federal, state and local laws, regulations and court decisions applicable to the administration of a public library system
- Principles and practices of public administration, including budgeting, purchasing and maintenance of public records
- Research methods and analysis techniques
- Principles and practices of effective management and supervision
- Office procedures, methods, and equipment, including computers and applicable software, such as word processing, spreadsheets, and databases
- Principles and procedures of record keeping and filing
- Occupational hazards and standard safety practices

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#### **Ability to:**

- Plan, manage, supervise, assign, delegate, review and evaluate the work of supervisors and staff engaged in providing public library services
- Recommend and implement goals, objectives, and practices for providing effective and efficient library services
- Prepare and administer assigned budgets
- Demonstrate specialized expertise in a relevant library services area
- Effectively represent the department and the City before professional and regulatory agencies, community groups, various businesses, and the general public
- Administer complex, technical, and professional library services and programs
- Analyze and solve work problems effectively
- Plan, organize, prioritize, delegate, and coordinate work to meet deadlines
- Supervise, train and evaluate performance of staff; keep City employees abreast of best management practices related to library services
- Communicate verbally and in writing and make presentations to a broad spectrum of audiences
- Follow verbal and written instructions
- Prepare statutory reports, violation records, and corrective actions taken documentation
- Operate office equipment including computers and common office software
- Respond to requests and inquiries for information
- Travel to various locations within a reasonable timeframe
- Ensure adherence to safe work practices and procedures
- Establish and maintain effective working relationships with those contacted in the course of work

**Education:** A Master's Degree in Library Science or Library and Information Science from an American Library Association accredited college or university.

**Experience:** Six years' public library services management and/or administrative experience.

**License/Certification:** A valid California Class C driver license with an acceptable driving record required at time of appointment and during course of employment.

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### **SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach City employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is primarily performed in a standard office setting requiring mobility to stand and walk between work areas; operate standard office equipment including computers. Incumbents must possess mobility to visit various library and meeting sites. Finger dexterity is required to access, enter, and retrieve data using a computer keyboard or calculator. Incumbents sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, lift, and move objects and materials of light weight (5 to 10 pounds or less). Requires vision for reading printed materials and a computer screens. Acute hearing is required for providing telephone service and communicating in person. Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/materials used in performing essential functions such as computer keyboards, calculators, copiers, and other office equipment.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. 08/2019