

Assistant Director – Open Competitive

Candidates interested in applying for the Assistant Director must do the following:

- Email their resume and cover letter to director@longbeachlibrary.org
- Follow [Long Beach Civil Service instructions](#) to apply for the Training & Experience exam by June 17, 2022

DISTINGUISHING FEATURES OF THE CLASS: Responsible for assisting the Library Director in the planning, organization, supervision, development and administration of all library services, personnel, operations and programs. Directly responsible for personnel administration and supervision of staff in multiple departments to ensure operational and budget efficiency. Conveys and carries out the Library's Mission, Vision, Values and long-range plan. Responsible for a major portion of collection development and budget allocation within the overall Library materials budget. Work is performed in accordance with prescribed policy with considerable leeway allowed for the exercise of independent judgment and initiative. As with the Library Director, this position involves professional librarian activities as well as administration. Assumes the duties of the Library Director in his/her absence. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative only):

Library Administration

- Assumes the duties of the Director in the Director's absence, reporting to the Director and answerable to the five-member elected Board of Library Trustees
- Drafts policies and procedures for approval by the Library Director and/or Library Board
- Conducts studies and analyses of library operations to improve services and works with Department Heads on implementation
- Assists the Library Director in coordinating the goals, objectives and activities of Department Heads in their delivery of public service and in their actualization of the Library Long Range Plan
- Ensures maintenance of electronic master personnel schedule as well as monthly and daily personnel scheduling, including all leaves, absences, meeting dates, swaps and transfer request
- Ensures publication of daily changes to personnel calendar and any staffing vacancies
- Represents the Library to various community groups
- Routinely functions as daily, evening or weekend Librarian-In-Charge, having first-response responsibility for the staff, facility and public.
- Assists the Library Director in budget preparation, tracking and reporting
- Coordinates and administers a program of gifts, memorials and donations, acknowledging receipt, thanking donors, and selecting materials for appropriate collections in keeping with the wishes of the donor(s)
- Assists in personnel selection.

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Leadership and Supervision

- Supervises, assigns tasks, motivates, trains, coaches, schedules, evaluates, develops, and directs staff including Department Head(s) and Assistant Department Heads
- Develops, recommends and implements new programs and/or services
- Consults with Department Heads on administrative and technical library problems
- Ensures that staff are responsive to patrons in a consistent, friendly and professional manner
- Resolves problems and complaints in a pleasant, timely, and professional manner
- When so assigned, makes decisions concerning the organization and allocation of work to staff

Staff Training and Professional Development

- Working closely with Department Heads and Assistant Department Heads, oversees orientation of all new personnel within the library including full- and part-time paid, volunteer and page positions
- Develops and conducts instructional training for all personnel to implement policy and long-range objectives, to promulgate best practices, to reinforce standards of service delivery and to ensure excellent customer service
- Oversees the creation, adoption and regular updates to Operations Manuals for all departments
- Assists with internal communications including staff intranet pages
- Participates in professional library organizations to remain current in field and bring new trainings to the Library

Reference and Collection Development

- Supervises the selection, promotion, usage, and maintenance of all materials related to fiction, nonfiction, newspapers, and periodicals, databases, and e-materials in Adult Services and the branches
- Oversees the ongoing planning, implementation, development, direction, review and evaluation of reference and collection development services in Adult Services and the branches
- Provides front-line public service including reference and programming

Data, Outcomes and Reporting

- Assists Director in evaluation and assessment of overall departmental functions and in the implementation of new service objectives and programs
- Supervises use of Key Performance Indicators to evaluate and measure the success of programs and services
- Oversees staff use of provided tools to collect reference services and programs statistics
- Regularly uses statistics and other data to improve services and update services and programs to ensure community satisfaction
- Reports regularly to Library Director on outcomes and accomplishments

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- Prepares state, local, and other statistical or narrative reports as needed or required
- Prepares analyses, reports, projections, and evaluations of library services on a monthly, annual and on-going ad hoc basis.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- This position requires a dynamic, energetic, innovative and enthusiastic team player with a good sense of humor and dedication to working closely with the Library Director, Department Heads, Assistant Department Heads, staff, and volunteers to deliver outstanding customer service
- Exceptional working knowledge of project management, professional development strategies, and other tools for staff training
- Must be able to supervise, train and motivate others, including supervisory staff, to provide outstanding internal and external customer service
- Ability to provide leadership to and stimulate cooperation and teamwork, including the ability to hold others to high standards while offering support and maintaining positive relationships
- Highly creative, knowledgeable and current in methodologies and approaches to engage multiple audiences
- Ability to multi-task, manage time effectively, troubleshoot, meet deadlines, collaborate and work independently with initiative
- Exceptional written and verbal communication skills with the ability to adapt communication and interpersonal style to various audiences
- Highly skilled with the Microsoft Office Suite, online productivity tools and other software relevant to library administration
- Thorough knowledge of best practices of library administration, organization, procedures, services, and materials.
- Thorough knowledge of library materials and their sources, and collection development issues.
- Thorough knowledge of modern principles and practices of library science
- Working knowledge of the applications of technology to library operations;
- Ability to read, comprehend and conduct research studies
- Ability to exercise leadership and motivate others
- Ability to establish effective working relationships with officials, community organizations and the public;

MINIMUM QUALIFICATIONS: Candidate must meet the following requirements on or before the last date for filing to be eligible to take the examination in July, 2022:

- Master's Degree in Library Science from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following acceptable education practices

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- Ten (10) years of increasingly responsible library work, of which four (4) years must have been in a supervisory capacity
- Two (2) years of experience in developing and implementing training and professional development programs, and working with budgets and grants

SPECIAL REQUIREMENT: Eligibility for a New York State Public Librarian’s professional certificate at time of application; possession of certificate at time of appointment.