

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Assistant Library Director		
<b>Job Code:</b>	AD1081	<b>Job Family:</b>	Assistant Department Directors
<b>Pay Grade</b>	303	<b>Date Reviewed:</b>	06/25/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Assists in planning, directing, managing and overseeing the activities of employees and operations of the City's libraries including; support services, computer operations, interlibrary loans and library collections. Coordinates assigned activities and establishes partnerships with other departments and outside agencies. Provides complex administrative support to the Library Director.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Directs the activities of the division/department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
2. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
3. Assists in establishing appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of library programs, service delivery methods and procedures; and allocates resources accordingly.
4. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; and directs and implements changes.
5. Oversees the provision of library support services, including acquisitions, delivery, computer operations, interlibrary loans, materials selection and cataloging activities.
6. Oversees computerized library operations including CD-ROM networks, multimedia computers and internet access; oversees interlibrary loan activities; and confers with other libraries and ensure proper transfer of materials.

7. Manages library collection activities; evaluates current library material and identifies the need to update the library collection; selects and orders new material; and coordinates cataloging and processing activities.
8. Participates in the development and administration of the department budget; forecasts funds needed for staffing, equipment, materials and supplies; and implements budgetary adjustments as appropriate and necessary.
9. Represents the City's libraries to other departments, elected officials and outside agencies; and coordinates assigned activities with those of other departments and outside agencies and organizations.
10. Provides staff assistance to the Library Director; writes, approves and reviews Mayor and Council Communications; serves on a variety of boards, commissions and committees; and prepares and present staff reports and other necessary correspondence.
11. Attends and participates in professional group meetings; and stays abreast of new trends and innovations in the field of library management.
12. Performs other related duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
14. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Operations, services and activities of a comprehensive public library program.
  - Principles and practices of library management and professional library work.
  - Principles and practices of program development and administration.
  - Principles of library collection development, automation and technical support services and cataloging.
  - Library organization, materials and equipment.
  - Modern library computer systems, programs and applications.
  - Principles and practices of municipal budget preparation and administration.
  - Municipal finance and fiscal policies.
  - Recent developments, current practices and sources of information related to library management.
  - Human resources practices and regulations.
  - State policies and grant compliance.
  - City operations, policies and procedures.
  - Pertinent federal, state and local laws, codes and regulations.
- **Skill in:**
  - Problem solving and decision making.
  - Organization and time management.

- Project management.
- Conflict resolution.
- Customer service.
- Research and analysis.
- Computers and applicable software.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Oversee and participate in the management of a comprehensive library program.
  - Oversee, direct and coordinate the work of subordinate employees.
  - Select, supervise, train and evaluate subordinate employees.
  - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
  - Oversee development of large, multi-format library collections.
  - Effectively represent the library to the public, community organizations and
  - Operate library equipment including computers and supporting applications.
  - Establish and maintain effective working relationships .

## **MINIMUM JOB REQUIREMENTS**

Master's degree in library and information sciences from an American Library Association accredited college or university and six years of public library management and administrative experience, including four years of administrative and supervisory responsibility.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work

involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.