

Schaumburg Township District Library

Job Description

Job Title: Deputy Director
Department: Administration
Reports To: Executive Director
FLSA Status: Exempt
Classification: Grade 15, Management Team

SUMMARY

The Deputy Director is responsible for assisting and advising the Executive Director in the overall management of the Library; for the strategic implementation of all aspects of public service operations; and developing an environment that cultivates and ensures consistent, courteous, and responsive service to all internal and external contacts. The Deputy Director acts as Director in the Executive Director's absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Collaborate with department heads in resolving ongoing public service issues or challenges.
Collaborate with all members of the management team, particularly the Building Operations Manager, Access Services Director, IT Director, to ensure all internal needs are met for staff and public needs.
Convey Library policies and procedures to the staff and public.
Coordinate with department heads staff development and training activities.
Hold regular public service department head meetings and attend public service department meetings as necessary.
Identify new or unique library services, programs, and trends in conjunction with Department Directors that are on local and national levels.
Lead and manage special projects and tasks and provide updates and reports as needed.
Provide leadership and guidance to departments to set goals and objectives in line with Library needs.
Research, develop, analyze, evaluate, and implement library-wide initiatives, services, and activities to determine if patron needs are being met and outcomes are captured.
Responsible for all aspects of public service operations, programs, and services at our Central location as well as coordinating library services to the public at the Hanover Park and Hoffman Estates branches.
Serve on working groups and committees that focus on public services.
Supervise the Department Directors and Managers of Youth; Programming and Outreach; Reference; Fiction, Movies, and Music; Hoffman Estates Branch; Hanover Park Branch; and Digital Services (Virtual Branch).
Work or shadows a public service desk rotation as appropriate for thorough understanding of needs and workflows.
Work with department heads to analyze, evaluate, and recommend online databases and usage.
Participate in professional development by attending appropriate conferences, meetings, workshops, and seminars in order to maintain current knowledge and expertise.
Perform other duties as assigned by the Executive Director.
Serve as the Person-in-Charge as needed.

Supervision/Administration

Assist the Executive Director in the development of policies, strategies, goals, and objectives of the Library.
Assist the Executive Director with preparation, presentation, and administration of the complete Library operating budget.
Assist the Executive Director in assessment of the needs of the community, and identify innovative and creative ways to serve all Library users.
Assist with the preparation of the budget regarding public service needs.
Attend regular and special meetings of the Board of Library Trustees.
Collaborate with HR to ensure consistency across job duties and job descriptions as appropriate.
Prepare monthly reports for the Board of Library Trustees.

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Research grant opportunities with department heads.
Responsible for analyzing issues among departments.
Review Public Service Contracts, working with Business Office Manager.
Serve as lead FOIA officer.
Supervise assigned employees, including recruitment, hiring, evaluating performance, creating improvement plans if needed and terminating employment if necessary.
Work with Human Resources, Executive Director and Department Heads to identify appropriate staffing levels.

Other Duties

Be a Library Ambassador with our patrons, co-workers and out in the community.
Treat all patrons and employees fairly and with an open mind; maintain patron and employee confidentiality.
Communicate problems that arise with the Executive Director or designee; address situations where patrons are not following the Patron Code of Conduct.
Communicate clearly in English, either in person, on the telephone and in writing; maintain the ability and patience to understand and be understood by non-English speaking patrons.
Keep apprised of Library programs, policies and procedures, and building layout to most effectively assist patrons.
Manage time to maximize productivity; work individually in a self-directed manner and as part of the team.
Maintain the flexibility and willingness to work in a dynamic, busy, and changing environment.
Maintain working knowledge of all computer systems and technology needed in the position or as an employee.
Abide by the Standards of Excellence for employees, and the employment policies and procedures of the Library.
Cope with the stress of the job and get along with coworkers.
Attend meetings and training as required or requested.
Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises approximately 7 supervisory employees and approximately 140 non-supervisory employees.
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Masters of Library Science (MLS degree) from an accredited ALA accredited university or school and five to seven years of progressively responsible experience, with at least 5 years of supervisory or administrative experience.

COMPUTER SKILLS

Ability to use workplace technology including word processing and spreadsheet software, email, internet, intranet, and Library database systems; along with industry technology including integrated library systems, research products, search technology, etc.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to public groups, and Boards of Trustees.

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MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Driver's License is required for the job.

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to stand, walk, sit, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds and push up to 200 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

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.

The noise level in the work environment is usually moderate.

COMMENTS