

Assistant Director
Annual Salary: \$127,732 - \$171,163

Under general direction from the Executive Director, provides complex administrative support by assuming broad responsibilities for the oversight of systems' operations of the Pacific Library Partnership (PLP) and the Peninsula Library System (PLS) as well as to other contracting organizations/agencies.

In a complex organization with multiple stakeholders, shares responsibility with the Director for its funding, budget, management, and success. As an ambassador to PLS and the agencies which it serves, actively promotes understanding of the roles, services, and value of PLP and PLS to member libraries and individual staff.

Essential Duties and Responsibilities:

Assists the Director in planning, directing and managing the services, activities and operations of PLP and PLS and other contracting organizations/agencies; coordinates and communicates with member libraries, including library Directors and staff.

Works with the PLP and PLS Executive Committees, PLP and PLS Administrative Councils and administrative and/or executive councils of other contracting organizations/agencies. Attends and participates in all meetings of these entities, prepares agendas and minutes and oversees preparation of reports for meetings in compliance with California law and the Brown Act. Responds to concerns or issues from the Executive Committees or Councils. Provides support to other legacy systems within PLP (Bay Area Library and Information System (BALIS), Monterey Bay Area Cooperative Library System (MOBAC), and Silicon Valley Library System (SVLS) as required.

Assists the Director in ensuring that all strategic plans, annual plans, programs, and services of PLP and PLS include input from system members, are consistently relevant to all stakeholders, and are effective and successful.

Demonstrates a commitment to building strong relationships that respect diversity of identity, background, perspectives, and diverse cultures, experiences and abilities.

Is engaged in developing professional development and continuing education opportunities for member libraries to proactively meet the need for current and future challenges and in the development of products and services designed to meet the varying needs of member libraries. Identifies innovative service trends to share with and model in member libraries.

Provides expertise on library technology activities and electronic resources to the systems.

Supports grant activities of the agencies, including grant writing and management of federal, LSTA, California State Library, regional or statewide grants. Performs project and fiscal management and support for initiatives.

In coordination with the Director and Controller, assists in the development and administration of the systems' budgets; develops and oversees the budget of the functional area of management; coordinates the forecasting of funds needed to carry out the strategic plans and priorities of the systems. Coordinates and negotiates contracts for regional services for PLP and PLS libraries and for PLS agency services.

Provides supervision of management, professional, technical, clerical staff and contract workers. Responsibilities may include hiring, interviewing, and training of employees and contract workers as appropriate; planning, assigning, and directing work, including performance evaluation and appraisal.

Oversees the operations of one or more units of PLS, including the Delivery department which provides sorting and delivery to all PLS libraries, or the IT department (PLAN). Serves as the project manager for services provided by PLS or through contracts with other systems or entities, including the coordination of delivery courier services to PLP libraries. Performs other duties as assigned.

Maintains an in-depth understanding (or the ability to gain such understanding) of the relationship between local libraries, library systems and the State Library, the California Library Services Act and other California laws governing public libraries.

Education:

ALA accredited Master's degree in a library-related field.

Experience:

Five or more years of related professional experience, including three years of administrative and supervisory experience; or, equivalent technical training, education and/or experience.

Skills and Abilities:

Management: Plans, assigns, evaluates, and directs the work of professional and technical staff. Includes staff in planning and decision-making; develops staff's skills and encourages growth; provides regular performance feedback. Principles and practices of personnel, employee supervision and business management relevant to operation of PLS, PLP and other contracting agencies and organizations.

Analytical Thinking: Analyzes complex situations or problems, seeks input from stakeholders, and evaluates options and implements agreed-upon proposals.

Innovation: Displays original thinking and creativity; meets challenges with resourcefulness; develops innovative approaches and ideas.

Technical Skills: Principles and practices of administration in the public sector, including human resources, budget preparation and administration, project management and service design and delivery. Principles and practices of modern library services and library organizational structure. Principles and practices of library technology and the delivery of electronic resources and services to users. Policies and procedures of local, state and federal library programs as well as private or non-profit funding programs to ensure compliance and leverage opportunities.

Strategic Thinking: Develops strategies to achieve organizational goals; understands the strengths and weaknesses of the organizations served; identifies external threats and opportunities; adapts strategy to changing conditions.

Integrity: Possesses the highest standards of character and integrity.

Communication: Expresses ideas clearly and effectively, both orally and in writing; responds well to questions; speaks and writes well to report, persuade and advocate; establishes and maintains effective work relationships. Solicits and applies internal and external user feedback.

Relationship Building: Develops and maintains positive relationships with Committee and Council members associated with the library systems. Demonstrates group presentation skills. Responds quickly and effectively to the needs of member libraries and prioritizes workload accordingly.

Judgement: Displays willingness to make decisions; exhibits sound and accurate judgement; includes the appropriate people in the decision-making process; makes timely decisions. Makes sound recommendations and decisions based on research and analysis.

Visionary Leadership: Displays passion and optimism; inspires respect and trust; motivates others to fulfill the vision.

Work Environment and Physical Demands:

Frequent travel within the service area and the State is required. All PLS employees are required to physically work in the office on a regular, weekly basis. Some telecommuting may be allowed.

Normally seated, standing or walking at will; normal physical activity including some bending, pushing, pulling, and carrying, which may range up to 50 lbs., upon occasion. Keyboarding and working at a computer monitor for extended periods required. Phone usage, reading, speaking, and listening required. Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or work rooms.

Benefits:

Insurance: Employer paid Cafeteria Plan allowance for medical and dental insurance. Any portion of the Cafeteria Plan allowance not allocated to employee's medical and dental insurance contributions will be placed annually into the employee's 457(b) Deferred Compensation plan. Employer paid life insurance.

Retirement: Defined Contribution pension plan with 7.5% contribution paid by employer.

Other Benefits: Minimum of two weeks of vacation per year, four days floating holidays, one week of management leave, sick leave.

How to apply:

Please submit the following to Wendy Cao, caow@plsinfo.org. Deadline: February 28, 2022, 5 p.m. Initial interviews will be held remotely.

Please include a cover letter, resume, three references, and responses to Supplemental Questions.

Please include the answers to the following Supplemental Questions:

1. Please describe any experience you have had developing and working with budgets; writing grants; implementing and managing grant-funded projects; or any other type of related work.
2. Please describe how you demonstrate a commitment to building strong relationships that respect diversity of identity, background, perspectives, and diverse cultures, experiences and abilities.
3. What are the three most important values you demonstrate as a leader? Please describe examples that exemplify each of these leadership values in practice within your past work experience.