

Assistant Director

FLSA: Exempt

Summary

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.

Organizational Impact

- In a complex organization with multiple stakeholders, shares responsibility with the Director for its funding, budget, management, and success.
- 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.
- As a liaison to all contracting agencies, jointly responsible with the director to ensure the organization is responsive and successfully improves their effectiveness and value.
- As an ambassador to the agencies, 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.
- Works with the PLP and PLS Executive Committees, PLP and PLS Administrative Councils and administrative and/or executive councils of other contracting organizations/agencies.
- Develops professional development and continuing education opportunities for member libraries which proactively meet current and future challenges.
- Develops products and services to meet the varying needs of member libraries, including identifying and sharing innovative service trends to share with and model.
- Provides organization-wide supervision including hiring, interviewing, and training; planning, assigning, and directing work, and performance evaluation and appraisal.

Other Job Duties:

- In coordination with the Director and Controller, directs the development and administration of the systems' budgets; coordinates the forecasting of funds needed to carry out the strategic plans and priorities of the systems.
- Attends and participates in all system meetings, prepares agendas and minutes, and oversees preparation of reports for meetings in compliance with California law.
- Responds to concerns or issues from the Executive Committees or Councils.
- Provides library technology and electronic resources expertise to the systems.
- May oversee one or more functional areas of PLS, including the IT department of PLS (the Peninsula Libraries Automated Network, or PLAN), delivery services provided to PLS and PLP member libraries, and PLS facilities and operations units.
- Serves as the project manager for services provided by PLS or through contracts with other systems or entities.
- Gains and maintains an in-depth 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.
- Provides support to other legacy systems within PLP (Bay Area Library and Information System (BALIS), Monterey Bay Area Cooperative System (MOBAC), Silicon Valley Library System (SVLS) as required

This job description is not a complete list of potential duties. Employees will be required to follow any other instructions and to perform any other duties requested by their supervisor.

	Required	Preferred
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	
Knowledge	<p>Principles and practices of administration in the public sector, including human resources, budget preparation and administration, project management and service design and delivery</p> <p>Principles and practices of modern library services and library organizational structure; values and principles of librarianship</p> <p>Principles and practices of library technology and the delivery of electronic resources and services</p>	<p>The administrative structure and history of PLP, PLS and other contracting agencies</p> <p>The structures, management and history of Bay Area libraries and library agencies</p> <p>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</p>
Ability to:	<p><u>In Management:</u></p> <ul style="list-style-type: none"> Plan, assign, evaluate, and direct the work of professional and technical staff Include staff in planning and decision-making Develop staff skills and encourage growth Provide regular and effective performance feedback Establish and maintain effective work relationships <p><u>In Leadership:</u></p> <ul style="list-style-type: none"> Use sound and accurate judgement to make solid, timely decisions Display passion and optimism Solicit and apply internal and external user feedback Inspire respect and trust Motivate others to fulfill the vision <p><u>In Analytical Thinking:</u></p> <ul style="list-style-type: none"> Analyze complex situations or problems, seek input from stakeholders, evaluate options and implement agreed-upon solutions Make sound recommendations and decisions based on research and analysis <p><u>In Integrity:</u></p> <ul style="list-style-type: none"> Possess the highest standards of character and integrity 	<p><u>Innovation:</u></p> <ul style="list-style-type: none"> Use original thinking and creativity to develop innovative approaches and ideas Meet challenges with resourcefulness <p><u>Strategic Thinking:</u></p> <ul style="list-style-type: none"> Develop strategies to achieve organizational goals Understand the strengths and weaknesses of the organizations served Identify external threats and opportunities Successfully adapt to changing conditions <p><u>Communication:</u></p> <ul style="list-style-type: none"> Express ideas clearly and effectively, both orally and in writing, including in group presentations Respond well to questions Speak and write well Report, persuade and advocate <p><u>Relationship Building:</u></p> <ul style="list-style-type: none"> Develop and maintain positive relationships with Committee and Council members associated with the library systems Respond quickly and effectively to the needs of member libraries and to prioritize workload accordingly

REQUIRED QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Work Environment and Physical Demands:

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. Frequent travel within the service area and the State is required.