

THE CITY OF RIVIERA BEACH

JOB CODE#: 4027	JOB TITLE: ASSISTANT LIBRARY DIRECTOR	
EEO CLASS: 2- PROFESSIONAL	SUPERVISED BY: LIBRARY DIRECTOR	
PAY GRADE: 21	DEPARTMENT: LIBRARY	DIVISION: LIBRARY
STATUS: EXEMPT	LOCATION: <i>Riviera Beach</i>	
DEPT. APPROVAL: <i>William J. Cobb</i>	HR APPROVAL: <i>11/27/2017</i>	CITY MGR. APPROVAL: <i>Kevin Nesbitt</i>
Date: <i>11/20/2017</i>	Date:	Date: <i>11/27/17</i>

Job Summary

Highly responsible administrative and professional work directing and coordinating all library activities. The following duties and functions are intended to be representative of the types of tasks performed within this classification. **Every employee of the City of Riviera Beach is expected to perform consistently and deliver value-added services to our customers with the highest level of quality. In the process meet or exceed customer expectations.**

Supervision Received/Exercised

Receives administrative direction from the Library Director.

Essential Duties and Responsibilities

1. Advises and assists Director in managing daily operations, assists in problem solving; determines routine logistical actions and acts on behalf of Director in absence of Director.
2. Serves as a member of the Library Administrative Team.
3. Recommends planning initiatives; develops planning documents; implements, monitors and reports status of planned projects.
4. Oversees collection development process; works with professional staff in formulating, reviewing, and implementing a collection development plan; trains staff in the use of the Materials Selection Policy and monitors staff adherence to policy.
5. Develops and designs employee training programs; recommends employee training programs; communicates training opportunities to employees; monitors and reports on training programs.
6. Develops grant writing opportunities; recommends grant opportunities; writes grants; monitors grant writing opportunities, reports on grant projects to the Library Director.
7. Participates in the planning, development, adoption, and administration of library rules and policies; assures maintenance of current policies and procedures manuals, interprets and implements policies and procedures; explains library policy to public as needed.
8. Develops, recommends, monitors, and reports on operational initiatives.
9. Assists Director in analyzing and interpreting needs assessment data; acts as liaison between library and vendors; Risk Manager and Safety Officer.
10. Plans, develops, designs, implements, manages, and reports on computer generated community surveys.
11. Participates in the library budget preparation process, develops and recommends budget plans to the Library Director; oversees general, state aid, and grant budgets; reviews budget and other documents for Director; recommends approval of expenditures, controls library materials budget; oversees and controls, inventory.
12. Liaison for Facility security plan and operations to include facilities enhancement projects.
13. Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance evaluations; makes recommendation on personnel matters; recommends hiring of staff.

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The omission of specific statements of the duties or functions does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.

Additional Duties and Responsibilities

Participates in the maintenance of technological tools; instructs customers in the use of technological tools; assists customers with materials and informational needs. Attends professional conferences and workshops; keeps current with library practices and professional knowledge. Develops and makes available special documents and performs other related duties as required.

Necessary Skills, Knowledge and Abilities

- **Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- **Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.
- **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive and/or advisory data, and information.
- **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- **Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation; incentive, and leadership, and to exercise
- **Situational Reasoning:** Requires the ability to exercise judgement, decisiveness and creativity in situations involving the evaluation of information against sensor, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable
- **Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (10 pounds). Tasks may involve extended periods of time at a keyboard or work station.
- **Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds and visual cues or signals. Some tasks require the ability to communicate orally.
- **Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Special Requirements

Valid state of Florida Driver's License; Mandatory pre-employment physical and drug tests. The City of Riviera Beach maintains a drug-free workplace policy and program, as established under the guidelines of the Federal Drug Free Workplace Act of 1988 and Section 440.102, Florida Statutes.

Minimum Education, Certification, and Experience Requirements

Master's Degree in Library and Information Science from an ALA accredited university or college; supplemented by three (3) years previous experience involving responsible professional library work, with extensive supervisory experience. Requires knowledge of professional library principles, practices and

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techniques, current literature, trends and developments in the field of library science appropriate to the area of assignment. Must possess and maintain a valid Florida driver's license.

Selection Guidelines

Evaluation of education and experience; oral interview; other job related assessments may be required.

Tools and Equipment Used

Personal computer, printer, calculator, telephone, pager, copier, scanner and fax machine.

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.

Hand-eye coordination is necessary to operate computers and various pieces of office/equipment. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, and use repetitive motions of the wrists, hands, and/or fingers, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, and talk and hear.

The employee must frequently lift and/or move up to 15 pounds, and occasionally lift and/or move up to 25 pounds, raising objects from lower to higher positions, and moving objects from lower to higher positions, and moving objects horizontally from position-to-position.

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.

While performing the duties of this job, the employee works in a library environment and is occasionally exposed to fumes. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate, a standard library noise.

Signature/Approval

Employee

Date

Department Director

Date