

Position Profile



Deputy Director

Summary of Job Responsibilities: Assists director in the general administration of the Library focusing on specific duties as assigned. Assumes primary administrator role in director's absence.

Minimum Qualifications:

- MLS or MLIS from an ALA-accredited institution, or related degree in Public or Business Administration.
- Extensive library management experience, preferably in public libraries, with progressive levels of responsibility and supervision.

Knowledge, Skills and Abilities:

- Strong grasp of the principles of library and information science.
- Library practices and trends in service.
- Current library computing practices, standards, and equipment.
- Project management, including facilities planning.
- Supervisory skills.
- Meeting management.
- Strong oral and written communication skills, including public speaking.
- Flexibility and adaptability.
- Problem solving skills.
- Ability to interpret and apply library policy.
- Ability to organize, plan, and make decisions.
- Works well individually and as part of a team
- Strategic planning techniques.

Duties and Responsibilities:

- Assists Director in general administration.
- Assumes primary administrator role in Director's absence.
- Oversees specific library operations and managers as assigned by Director.
- Hires and trains library managers.
- Plans and manages an annual budget.
- Coordinates major projects.
- Contributes to long range planning for the library system.
- Attends regular staff, committee, and board meetings.

- Supports and implements the Library's Mission Statement.
- Supports and implements the Library's Strategic Plan.
- Supports and implements the Library's Customer Service Expectations.
- Stays up to date with new library practice and technological developments, and participates in continuing education events.

Working Conditions:

- All library positions require constant physical activity, including standing, walking, reaching and grasping.
- Employees should be able to lift 10 lbs. consistently and 50 lbs. occasionally.
- Reliable transportation in order to make frequent trips between library locations required. Mileage reimbursed; must have valid Ohio driver's license, which can be obtained within one month of employment if necessary.