

Yuma County**Deputy Library Director****SALARY**

\$41.68 - \$52.11 Hourly

LOCATION

Yuma, AZ

JOB TYPE

Full Time

JOB NUMBER

226BS

DEPARTMENT

Library District

DIVISION

Library District Main Branch

OPENING DATE

03/04/2024

CLOSING DATE

Continuous

Job Summary

This position is advertised from the minimum to the maximum hourly rate. Salary will be determined based on education and experience at the time offer.

NATURE OF WORK

Under administrative direction of the Library Director, performs administrative and professional library work of considerable difficulty in the administration of the Library District, assisting the Director in overseeing library functions and staff; this position has countywide responsibility.

Example of Work

(Illustrative Only) Establishes and maintains a liaison function with other County departments, commissions and boards, and other library agencies at local, state, and federal levels to assure the achievement of the highest level of effective administration, coordination, and participation; reviews programs and activities; serves on committees, boards, and commissions as requested by the Library Director; assists the Library Director in planning, organizing, and administering the programs and

services of the Library District; directs the operations of the branch libraries and other library divisions as assigned; assists as needed with all library divisions; develops and researches new projects, initiatives, and library systems; reviews monthly work schedules, program calendars, desk schedules, approves trainings and travel requests; prepares and reviews corrective action for assigned staff; facilitates training and travel for Library District staff; acts as Library Director in the absence of the Director; assists in drafting plans to develop all services of the library system to meet the present and future community needs; researches, prepares, and submits routine, recurring, and special reports and studies; assists in preparation of annual budget and grant writing for library needs; assists with training, hiring, and supervising staff; instructs library supervisory personnel in policies and procedures; participates in conducting staff conferences and meetings; confers with and advises staff on problems related to the administration of library services; serves as an Ad-hoc member of the Friends of the Library board; represents the library department at meetings of citizen advisory and civic groups; attends meetings, workshops, and conferences to keep current on library practices and resources; explains the library system objectives, policies, and services to officials, citizens, clubs, and other community organizations through such means as participating in community activities; reviews physical plant management of Branches to maintain, enhance, and renovate library facilities; regular and reliable attendance is required; performs other duties as assigned.

Experience and Education

Master's Degree in Library Science from an ALA accredited college or university, and five (5) years of public library experience, including four (4) years at the supervisory level; OR an equivalent combination of education and experience; must poses and maintain a valid driver's license; requires successful completion of a background check.

Knowledge, Skills and Abilities

Knowledge of: County policies and procedures; principles, methods, and practices of library administration, including current budgeting practices; community needs and interests in relation to library services; library automation and technology; reader interest levels; books and authors; management of a public library system and personnel.

Skill in: Analyzing library needs and evaluating library services; speaking effectively to large groups and public bodies; planning, assigning, and supervising professional, para-professional, and clerical staff; utilizing current reference tools in information services; establishing and maintaining effective working relationships with employees, other agencies, and the public; conducting research using computerized databases, including the Internet.

Ability to: Research and write detailed reports; read, write, and synthesize data and reports; use modern office equipment and computers; assigning and leading the work of others; communicate effectively verbally and written; planning and organizing work; perform the essential functions of the job specifications with or without a reasonable accommodation.

Working Environment: The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity; generally, the job requires

60% sitting, 20% walking, and 20% standing; working at a computer monitor for extended periods required; the job is performed under minimal temperature variations and in a generally hazard free environment.

EOE/AA/ADAAA/M/F/V/D DRUG FREE WORKPLACE

Agency

Yuma County

Address

198 S. Main St

Yuma, Arizona, 85364

Phone

928-373-1013

Website

<https://www.yumacountyaz.gov>

Deputy Library Director Supplemental Questionnaire

QUESTION 1

What do your patrons expect of you, and how do you know you are meeting their expectations?

QUESTION 2

Describe your involvement in staff development. How many people do you directly supervise, and how long have you done that? What is the total number of employees in your organization?

QUESTION 3

What divisions within a library have you worked, and where are your greatest areas of strength?

* Required Question