INVITES APPLICATIONS FOR THE POSITION OF:
ASSISTANT DIRECTOR (EXE LEV) OF LIBRARY DIGITAL STRATEGIES

An Equal Opportunity Employer

SALARY
$3,847.00 - $4,308.00 Biweekly $100,022.00 - $112,008.00 Annually

OPENING DATE: 01/27/14
CLOSING DATE: Continuous

THE POSITION

PN# 11976: ASSISTANT DIRECTOR (OF DIGITAL STRATEGIES)

Applications accepted from: ALL PERSONS INTERESTED

Department: Houston Public Library
Division: Digital Strategies
Section: Automation
Reporting Location: 500 McKinney St.
Workdays & Hours: Varied within Mon-Sun*; 8:00am - 5:00pm*
*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

The Houston Public Library (HPL) is seeking a dynamic information technology professional to provide visionary and transformational leadership in today's digital library environment while envisioning and preparing for the library of the future. This individual is smart, strategic, creative, and results-driven with extensive experience in providing support for public services, especially in a system with multiple locations; and has deep knowledge in operational improvement and change management. The Assistant Director of Digital Strategies (ADDS) will provide leadership for the HPL Digital Strategies team, and, in keeping with HPL's vision and mission, will create a fresh direction for HPL systemwide technology services. The ADDS will work in partnership with HPL Leadership, HPL Divisions, and the City of Houston Information Technology Services Department (HITS) to plan, develop, implement, and evaluate leading edge technology strategies that support HPL's business operations, and continuously improve cost effectiveness, service quality and customer service delivery. Reporting to the Library Director, this position is an exciting executive leadership opportunity in a forward thinking organization. The ADDS serves as an integral member of the Houston Public Library Executive Leadership Team and plays a critical role in leading HPL into a future that will include state of the art technologies that support innovative information delivery, engaging learning spaces, and stellar customer experiences. The ideal candidate will have demonstrated success aligning people, processes and technology; excellent leadership, communication, interpersonal and customer relationship skills; and is successful interfacing with executive management, business partners, stakeholders, and staff. The individual we seek can quickly build trust and work successfully in a large, diverse, urban environment.

Essential responsibilities for the Assistant Director for Digital Strategies include the following:
- Provide overall vision, innovation, and leadership for HPL's digital services. Serve as a member of the Executive Leadership Team.
• Provide leadership for the HPL Digital Strategies Team (DST). Implement team building and development opportunities for DST to facilitate innovation and to ensure continuous delivery of effective, efficient, leading edge technology services. Establish and direct the strategic and tactical goals, policies, and procedures for the division.
• Identify and address user needs and resolve problems in a timely manner.
• Develop and implement a system to continuously analyze and improve upon technology standards, procedures and policies across the library to gain efficiencies and improve processes. Partner with the City of Houston Information Technology Services Department (HITS) to ensure HPL's compliance with citywide technology standards, and to ensure optimal support for HPL's technology operations.
• Serve as the Library’s liaison to HITS; represent HPL on citywide technology meetings and on citywide technology committees and teams;
• Monitor performance of HITS through an operational level agreement, automated systems monitoring, and other measures.
• Establish services metrics that align with library standards and goals that demonstrate value to HPL's staff operations and excellent customer service delivery.
• Lead and encourage continuous research within HPL to ensure current knowledge of industry trends and emerging technologies for Library staff.
• Serve as a link to the wider world of library technology and technology in general through broad engagement with vendors, local and national Library colleagues, and participation in national professional organizations.
• Manage vendor relationships and contracts to maximize service level performance and minimize costs. Propose hardware/software solutions to accomplish HPL's vision and mission.
• Manage, track, and control technology operating and capital budgets for purchasing, staffing and operations.
• Provide general oversight for the Houston Area Library Automated Network (HALAN). HALAN is a consortium of libraries, including Houston Public Library, served by a common integrated library system (ILS) through contract with the City of Houston and housed at HPL. (The HALAN Division Chief reports to the ADDS)
• Administration of HPL's technology staff and public training centers; continuous development of training opportunities for the public and staff in using emerging technologies and applications.

WORKING CONDITIONS
Position requires stooping and bending; lifting of library materials up to 20 pounds. Must be able to move freely throughout the library to file/retrieve library materials. Must be able to effectively communicate orally and in writing.

MINIMUM REQUIREMENTS

MINIMUM EDUCATIONAL REQUIREMENTS
Requires a Bachelor's degree in Computer Science, Information Systems/Technology, Business Administration, Public Administration or a closely related field.
Master's in Computer Science or Information Systems/Technology, Library Science, Business Administration, or Public Administration is strongly preferred.

MINIMUM EXPERIENCE REQUIREMENTS
Seven (7) years of experience in Information Technology and/or Administration, with at least three (3) of those years in a significant managerial capacity. Management experience in an IT organization or environment is strongly preferred.
A Master's degree in Computer Science, Information Systems/Technology, Library Science, Business Administration, or Public Administration may be substituted for two (2) years of experience.

MINIMUM LICENSE REQUIREMENTS
Requires a valid Driver's License and compliance with the City of Houston policy on driving (AP 2-2).
PREFERENCES

Preference will be given to individuals that have:
• The ability to lead a team of 15+ employees
• Ten years of IT experience – platform, infrastructure, and enterprise architecture • • Five years of experience with distributed and high-availability network across multiple locations
• Three years of Cloud Technology experience
• Five years experience with web-based technologies
• Familiarity with ITIL or ITIL certification
• Five years experience with external customer service operations environment
• Current and proficient knowledge of MS Office (Excel, PowerPoint and Word)
• Experience working with people of diverse backgrounds
• The ability to communicate effectively orally and in writing
• Strong interpersonal and collaboration skills

**Preference shall be given to eligible veteran applicants provided such persons possess the qualifications necessary for competent discharge of the duties involved in the position applied for, such persons are among the most qualified candidates for the position, and all other factors in accordance with Executive Order 1-6.**

GENERAL INFORMATION

SELECTION/SKILLS TESTS REQUIRED None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION: Yes

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification.

Pay Grade 32

APPLICATION PROCEDURES

Only online applications will be accepted for this City of Houston job and must be received by the Human Resources Department during posting opening and closing dates shown. Applications must be submitted online at: www.houstontx.gov.

If your application is selected for consideration, you will be notified of the specific date and time of your interview.

All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
http://www.houstontx.gov

OR
ONLINE SUBMISSIONS REQUIRED,
Houston, TX 77002

ASSISTANT DIRECTOR (EXE LEV) OF LIBRARY DIGITAL STRATEGIES

Supplemental Questionnaire

* 1. Are you a veteran who served on active duty in the Armed Forces (United States Army,
Navy, Air Force, Marine Corps, or Coast Guard) for more than 90 consecutive days and received either an honorable discharge or a general discharge under honorable conditions

- Yes
- No

* 2. Please indicate if you have one of the following requirements:

- Bachelor's degree in Information Science, Information Technology, Business/Public Administration or a closely related field AND Seven (7) years of professional experience in Information Technology and/or Administration, with at least three (3) of those years in a managerial capacity
- Master's degree in Information Science, Information Technology, Business/Public Administration or a closely related field AND Five (5) years of professional experience in Information Technology and/or Administration, with at least three (3) of those years in a managerial capacity
- Master's degree in Information Science, Information Technology, Business/Public Administration or a closely related field AND Five (5) years of professional experience in Information Technology and/or Administration in a Library System, with at least three (3) of those years in a managerial capacity
- None of the above

* 3. Do you have experience working with diverse backgrounds?

- Yes
- No

* 4. How many years of experience do you have with managing multiple projects, providing inspirational leadership, and exceeding the expectations of your superiors by implementing innovative ideas and embracing the vision and mission of your library system/organization?

- Less than 3 years
- 3 years to less than 7 years
- 7 years to less than 10 years
- 10 years or more

* 5. How many years of experience do you have in the development and successful implementation of public service deliveries that produce tangible results within your library system/organization and surrounding communities?

- Less than 3 years
- 3 years to less than 7 years
- 7 years to less than 10 years
- 10 years or more

6. Please mark the statements below that correctly describe you.

- You have not held a leadership role in a large library setting for at least four years
- You are not able to share at least two examples of innovation and transformation from your experience
- You are not conversant about current trends in public libraries

* 7. Do you have a Valid Driver's License (non-expired)?

- Yes
- No

* 8. Please indicate how many vehicle moving violations you've had in the past Three (3) years.

- 0 - 2 vehicle moving violations
- 3 or more vehicle moving violations

* 9. Please indicate your proficiency level using Microsoft Office Suite.

- Beginner
- Intermediate
* 10. Please indicate languages, other than English, in which you are fluent (reading, writing, and/or speaking). Check all that apply:

- Spanish
- Chinese
- Vietnamese
- Other Languages
- I am not bilingual

* Required Question