FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Job Description

Job Title: Deputy District Director

Department: N/A
Grade: 21
Bargaining Unit: Non-represented

Division: Public Services
FLSA Status: Exempt
Approved Date: 

Job Summary
The Deputy Director will provide strategic and functional oversight of library public services, including all branches, outlets and public service coordinative functions. Serves as Acting Library Director in the absence of the Executive Director. The position participates in Administrative Team planning, high-level decision making for the whole district, and leadership and mentoring to all employees. In partnership with the Executive Director, builds and fosters a success oriented and accountable organizational environment.

Essential Functions
Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Provide leadership, guidance and direction to the branch managers and the Assistant Public Services Director to set goals and objectives and to analyze and resolve problems.
- Serve as Acting Library Director in the absence of the Executive Director
- Play a significant leadership role in strategic planning and service innovation for the District.
- Lead efforts to provide excellent customer service with a focus on effective and consistent evaluation and improvement.
- Stay current and be proactive on branch and other public service projects, trends, issues and problems.
- Manage special projects and tasks, providing updates and reports to stakeholders as necessary and requested.
- Develop and monitor current and future budgets of the division, with appropriate input and collaboration with
- Review and evaluate employee performance, giving coaching and feedback and making personnel decisions as necessary; participate in interviewing, hiring and training of staff members.
- Participate in leadership, administration, special project, and strategic meetings; responsible for communication and collaboration of the division; represent library at external events; initiate outreach and external partnership activities and attend meetings and participate in committees and/or organizations that further the library’s mission and goals.
- Provide organizational leadership for process of planning and forming committees and work groups to meet strategic objectives
- Oversees process to update organizational policies and procedures.
- Keep informed of current library services, library technology, collection development, collection management and management practices by attending workshops and educational programs or reading specialized literature.
- Provide leadership in branch and service development efforts including fund-raising support, facilities design, renovation and construction.
Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Participate in and lead various special project teams, committees, and taskforces.
- Perform other duties as assigned.

Supervision

This position reports to the Executive Director of the library and works under minimal supervision, requiring considerable judgment to make decisions and develop ideas. The position directly supervises staff within the division, provides leadership and direction, and is responsible for performance management of assigned staff.

Core Library Competencies or Values

Complete definitions are included on the FVRL Performance Evaluation Form located on the website and staff intranet. Employees are expected to demonstrate the following qualities at all times:

- Competencies working with people
  - Customer orientation
  - Communication skills
  - Interpersonal awareness and teamwork

- Competencies performing job duties
  - Job knowledge
  - Quality and quantity of work
  - Results orientation

- Self management competencies
  - Managing change and adaptability
  - Managing performance
  - Stress management
  - Safety: Adheres to all workplace safety rules, safety laws, regulations, standards and practices
  - Attendance and Punctuality: Observes call-in policy and demonstrates reliable work schedules

- Leadership

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- Knowledge of Fort Vancouver Regional Library’s policies and procedures and ability to apply them appropriately.
- Knowledge of budget management and ability to prioritize and plan expenditures to meet the needs of the division and community.
- Knowledge of public library service, collection management and technology trends and ability to integrate them into the library.
- Knowledge of overall library operations and integration of division responsibilities across the district.
- Knowledge of library terminology, tools, methods and procedures.
- Knowledge of library services, programs and offerings with ability to describe and explain to staff and patrons.
- Skillful in maintaining a pleasant and productive working atmosphere.
• Strong service orientation and ability to work effectively in a team environment.
• Sensitivity and strong commitment to working with a diverse staff.
• Ability to prepare and maintain complete and accurate reports and records of division activities.
• Ability to provide and deliver clear oral and written directions to staff, library board, volunteers and substitutes.
• Demonstrate strong organizational, planning, project management and interpersonal skills.
• Ability to act as a representative of Fort Vancouver Regional Library to the public.
• Ability to direct, train and supervise employees, volunteers, and substitutes.
• Ability to communicate well with others, including staff and patrons, both verbally and in writing.
• Ability to exercise sound judgment in interpreting established library policies and procedures when dealing with staff and patrons.
• Ability to work with minimal supervision.
• Demonstrated ability to successfully prioritize and multi-task multiple and frequently new work tasks to ensure smooth operation of library branches.
• Ability to analyze and interpret strategic objectives into daily operational and tactical activities for division operations, as well as the ability to delegate to staff members as appropriate.

Education and Experience:
• Master’s degree in Library Sciences from an ALA accredited program
• Minimum of seven years of related work experience required, nine years of related work experience preferred.
• Minimum of three years of supervisory and people or project management experience required, five years of supervisory and people or project management experience preferred.
• Library leadership and management experience required.
• MLS is strongly preferred, however, any combination of work experience, education, and certification that provides the required skills and abilities may be considered.

Physical and Environmental Conditions:
Work is conducted in a normal office setting which provides comfortable lighting, temperature and air conditions. Occasional light lifting, such as three to four reams of paper, four or five books, or other materials (up to 35 pounds) may be required.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

This and all FVRL positions are subject to transfer, based on library need.
Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Fort Vancouver Regional Library District is also an Equal Opportunity Employer.

I have read and understand this job description.

____________________________________  _______________________
Employee Signature      Date