

Deputy Director

JOB TITLE: Deputy Director

FLSA STATUS: Exempt

GRADE: 47

DEPARTMENT: Strategic Services

APPROVED DATE: 12/2010

REVISED DATE: 03/2022

Job Summary

As a member of the Library District's Leadership Team, this position directs the development, communication, and successful implementation of the Library's strategic plan that ensures the long-term efficiency, quality, and effectiveness of service to the customers of the Library District. Oversees the Capital Planning and Strategy, Equity/Diversity/Development, Facilities, Finance, and Strategic Relations departments. Works closely with the Executive Director in the administration and operation of the District.

We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

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. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

1. Lead the implementation of Sno-Isle Libraries' strategic plan to achieve the Library's vision, mission, values, and strategic goals in partnership with the Library's Leadership Team, Senior Team, and Board of Trustees.

2. Work closely with the Executive Director, Finance Director, and Board of Trustees to establish financial policy and provide leadership in the development of the annual budget.
3. Lead the Strategic Services team in the oversight, development, review, and implementation of strategic services that achieve library services consistent with the Library District's vision, mission, values, and strategic goals and embed the principles of equity, access, and inclusion.
4. Participate as a member of the Library District's Leadership team by providing broad thinking as it pertains to library service and operation.
5. Work closely with the Executive Director, Leadership Team, and Board of Trustees to ensure the successful implementation of the Capital and Facilities Plan, Equity / Diversity / Inclusion initiatives, and strategic relations.
6. Provide creative leadership, vision, and direction to assigned staff to assure library services for the District and its customers are high quality, accessible, inclusive, and equitable.
7. Monitor departmental expenditures to maintain fiscal integrity.
8. Oversee the management of assigned consultants, vendors, and grants.

Additional Duties and Responsibilities

1. Act in the absence of the Executive Director.
2. Deliver presentations to a variety of groups and officials.
3. Attend meetings, trainings, and workshops to support learning and development.
4. Train new staff as needed.
5. Perform other duties as assigned.

Supervision

The position reports to the Executive Director. Reporting to the position are Directors, Assistant Directors, and Managers who direct departmental work.

Knowledge, Skills, and Abilities

1. Thorough knowledge of trends and practices in public library operations and administration.
2. Thorough knowledge of public library services and programs.
3. Knowledge of personnel principles, policies, and procedures.

4. Knowledge and demonstrated commitment to the application of the principles of equity, diversity, and inclusion.
5. Actively promote the principles of equity, diversity, and inclusion in the workplace and in the community.
6. Ability to analyze options and prioritize resource allocation based on Sno-Isle's mission, vision, values, and goals.
7. Ability to manage fiscal resources and monitor budget usage.
8. Ability to make timely, informed decisions.
9. Ability to foster a learning organization through excellent facilitation and team-building skills.
10. Ability to deliver presentations to a variety of diverse audiences.
11. Ability to remain flexible and be comfortable working in a dynamic environment that may involve ambiguity and politically sensitive issues.
12. Ability to direct the work of others in a manner that enhances their performance and assures quality service.
13. Ability to communicate articulately both verbally and in writing.
14. Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
15. Ability to handle and resolve disruptive behavior effectively.
16. Ability to operate relevant computer systems including hardware and software, such as Microsoft Word, electronic databases, e-mail, and internet navigation in addition to other office equipment and security systems.
17. Ability to obtain a Washington State Librarian certificate within 60 days of hire.
18. Ability to provide a valid driver's license from the State of Washington or make independent arrangements for travel within the district.

Education and Experience

Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:

1. Master's degree in Library Science from an accredited university is required. Must provide a Washington State Librarian certificate within 60 days of hire.

2. At least five years of related professional librarian experience required, or equivalent combination of technical training and related experience is required.
3. Two years of supervisory or management experience required.
4. Experience in management within a multi-branch library system is highly desirable.

Physical and Environmental Conditions

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is required to operate computers for extended periods of time. Incumbents may occasionally move objects or materials weighing up to 35 pounds.

Most of the work is carried out within a generally accessible, safe, indoor environment. The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.

Activities sometimes occur outside the regular business day including evenings and weekends and require travel to branches and other locations within the Library District's two-county service areas to meet with public groups and library staff. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to make independent arrangements for such transportation.