

# CITY OF CHATTANOOGA

## Classification Specification Title: Assistant Director, Adult Services Library

**Department: Public Library**

**Pay Grade: GS.14**

**Supervision Received From: Dep. Exec. Dir**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Head Librarian, Librarian 2, Established: 8/03/20**

**IT Tech**

**Revision Dates: 2/26/25;**

**8/27/24; 10/20/23; 1/11/23**

### CLASSIFICATION SUMMARY:

Incumbents in this classification are part of the library's executive team and will work collaboratively to develop and implement a cohesive vision for the library's technological future with a goal of improving customer experience. It is expected that incumbents will be forward-thinking, knowledgeable about library trends, as well as possess an appetite for change, working in a fluid environment and solving problems. Work is performed under administrative review, working with the maximum degree of initiative and judgment.

### SERIES LEVEL:

This is the first level of a two-level library management series. The Assistant Director is distinguished from the Director, which is responsible for providing strategic direction for the library system.

### ESSENTIAL FUNCTIONS:

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Oversees selection, purchasing, and cataloging of physical and digital library materials for adult collections.

Oversees management of all library programs for adults.

Manages and oversees multiple library departments and branches including Library IT, Marketplace, and Library Studio.

The Assistant Director will research, evaluate, and recommend emerging technological tools for use in the library system.

Assists library administration in planning for the overall information technology direction and needs of the library and its branches.

Collaborates with vendors to identify and select appropriate technological solutions as well as tertiary software systems in daily Library operations (e.g. Security cameras, HVAC controls, and networks).

Evaluates the Library's current and future technological needs for content delivery to the public. Reviews and revises existing processes and makes recommendations for improvement.

Assists in directing the day-to-day services, operations, and activities of library technology service areas, which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, systems standards and/or service offerings; ensuring compliance with federal, state and local laws, regulations, codes and/or standards; coordinating activities between multiple service areas and working to integrate and coordinate service areas.

Participates in developing long and short-range plans to ensure that library technology services and activities support organizational goals and objectives.

The Assistant Director will be assigned to oversee and develop a strategic vision for all technology concerns including, but not limited to: related patron services and programming, staff equipment, facility infrastructure and the Integrated Library system.

Monitors the progress of plans in achieving expected outcomes and collaborates with internal management to develop goals and objectives.

Participates in forecasting, preparing, and administering library technology budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures and manages financial operations.

Coordinates and manages specialized projects involving multiple departments or critical systems; tracks the status of high profile or special projects to ensure timely completion and quality of products and services.

Provides technical expertise and guidance to employees and contractors, ensuring compliance with applicable contract terms and conditions and authorizing contractor payments.

Monitors the status of work in progress and completed work; assists with complex problems and situations and provides related technical expertise and investigates external consultants, vendors, agencies, regulatory officials, the public to exchange information and resolve problems.

Compiles and monitors operational, administrative, and statistical data including productivity, attendance and related items; prepares related reports, charts, graphs, procedures and documentation and analyzes data and identifies needs.

Monitors department inventory of collections, equipment, and supplies; determines need for new materials and equipment; receives and approves purchase requests and initiates orders for new/replacement items.

Represents the library at a variety of internal and/or external meetings, public events, training sessions, committees and/or other related events to receive and or convey information.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

Master's degree in Library Science from an ALA-accredited graduate program preferred and five (5) years of library experience, including two (2) years of managerial experience. A bachelor's degree, significant public library experience or satisfactory completion of a specified curriculum in Library Science may be substituted for the master's degree; or any combination of equivalent experience and education.

Examples of relevant experience include demonstrated ability to grow a program, progressively responsible work in programming/education, thorough and current understanding of its practices and principles and a strong track record of securing grant funding. This experience would also demonstrate an ability to manage diverse stakeholder groups, excellent communication skills, and comfort in presenting to local, state, and national leaders.

#### LICENSING AND CERTIFICATIONS:

May be required to possess and maintain a valid Tennessee driver's license.

#### KNOWLEDGE AND SKILLS:

Experience meeting technology needs of a public library system. Knowledge of managerial and leadership principles and practices; cataloging and classification theory and practices; library material preservation techniques; reference material practices; computerized information systems; municipal government structures and operations; municipal library operations, principles and practices; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures; budgeting principles and practices; strategic planning principles; structured project methodologies and project planning tools; inventory management principles; automated library systems and intellectual freedom concepts; mathematical principles and public relations principles; project management principles and practices; problem-solving methods; workflow and process analysis methods; and enterprise software applications.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; developing and managing budgets; interpreting and applying applicable laws, ordinances, codes, rules, regulations, standards, policies and procedures; using computers and related software applications; managing maintenance and purchasing processes; analyzing complex library problems and making appropriate recommendations based on findings; managing the development of library programming; developing strategic plans and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction; managing projects; facilitating meetings; managing multiple projects and meeting deadlines; presenting information; resolving and mediating conflict; influencing others; and conducting negotiations.

**PHYSICAL DEMANDS:**

Positions in this class typically require talking, hearing, and seeing.

**WORK ENVIRONMENT:**

Sedentary Work: Exerting up to 10 pounds of force regularly and 25 pounds occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.