



## Salt Lake County Job Description

### Associate Division Director

**DEPARTMENT:** Human Services

**DIVISION:** Library/2500

**JOB CODE:** 055 **GRADE:** 18

**FLSA STATUS:** Exempt

**SAFETY SENSITIVE:** No

**EFFECTIVE DATE:** 07/28/2015

#### **JOB SUMMARY**

Guides the overall direction, growth, and culture of the Division. Oversees Library programs, personnel, and initiatives. Leads the strategic planning process to meet goals and objectives. Oversees library branches including reference services. Chairs the reference committee.

#### **MINIMUM QUALIFICATIONS**

Master's degree in Library Science, plus four (4) years of full-time professional library experience with specific responsibility for managing a large branch library or coordinating a system-wide program with a focus on Public Services of which two (2) years of the required experience must have been in a supervisory or administrative capacity.

Education may not be substituted for the required supervisory experience.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Supervises and directs managers and staff to best utilize resources in accomplishing the Library's mission and goals.
- Assists in the overall management of the library branches by providing input in the areas of planning, staffing, program development, budgeting and total library operation.
- Supervises management staff, which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline. Assists with planning and implementing long-range goals for the library.
- Serves as primary resource for information regarding policies, procedures, objectives and functions of branch operations. Interprets regulations, policies and procedures. Resolves complaints, answers questions, provides information and makes decisions requiring specialized knowledge of library practices and precedents.
- Monitors and manages the division's budget.
- Creates a patron-focused environment with awareness of trends that affect emerging needs of both individual and communities of patrons.

- Sets standards and measures for library services to ensure Salt Lake County Library provides patron focused services.
- Ensures the provision of high quality reference services to the broad range of diverse Salt Lake County patrons.
- Oversees, directs, and provides continuous oversight for the development and operation of assigned programs.

## **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

### **Knowledge of:**

- Program management
- Staff development
- Organizational development
- Budget preparation and management
- Strategic planning
- Project development
- Mentoring and coaching
- Operation of Library systems including, collection development, outreach, reference services, public computer, public meeting spaces, and library demographics
- County-wide personnel policies

### **Skills and Abilities to:**

- Work with computer software related to job-specific duties
- Manage the financial aspects of the division
- Resolve conflict effectively
- Communicate effectively both verbally and in writing
- Analyze and solve problems
- Supervise effectively
- Establish and maintain appropriate working/supervision relationships
- Develop, interpret and administer policies and procedures
- Prepare and monitor budgets
- Exercise discretion and confidentiality
- Provide quality customer service and effective public relations
- Lead and manage change
- Perform effectively in stressful situations
- Demonstrated commitment to diversity and inclusion
- Understand the organization and operation of the Salt Lake County Library System and of outside entities as necessary to assume assigned responsibilities

- Develop relationships with community partners

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Work is performed in a general office setting.

Revised Date/Consultant's Initials: 2/10/2016 HA