



Salt Lake County Job Description

Associate Division Director – Technology

DEPARTMENT: Human Services

DIVISION: Library/2500

JOB CODE: 085 **GRADE:** 019

FLSA STATUS: Exempt

SALARY PLAN: TRD

EFFECTIVE DATE: 09/04/2015

SAFETY SENSITIVE: No

JOB SUMMARY

Directs Library Technology long-range planning. Oversees all technologies in the library system.

MINIMUM QUALIFICATIONS

Bachelor's degree in Information Science, Business, or Public Administration, or a related field, plus six (6) years of experience, two (2) years of which must have been supervisory or administrative; OR an equivalent combination of related education and experience. 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.

- Assists in the overall leadership of the division by providing input in the areas of planning, staffing, program development, budgeting and total division operation.
- Assists with and implements strategic initiatives and goals for the division.
- Keeps the Division Director apprised of the organizational climate, identifies problems, either actual or anticipated and provides consultative assistance.
- Oversees, directs, and provides continuous oversight for the development and operation of assigned programs.
- Evaluates the allocation of division staffing resources and makes recommendations for effective and efficient service delivery.
- Assists with monitoring and managing the division's budget.
- Manages, directs, and coordinates activities through managers and supervisors, which includes hiring, firing, promoting, orienting, training, assigning and reviewing work performance, annual work performance appraisal and discipline.
- Assists with the development of, makes recommendations and implements policies and procedures necessary to the effective management and operation of the Division.
- Ensures compliance with policies, procedures, laws and regulations.

- Establishes and maintains effective working relationships with internal and external stakeholders.
- Manages system technology applications and support and oversees all functions of the Library's IT Department.
- Directs the IT department staff as they investigate, purchase, implement, and support software applications that apply to library services.
- Participates with other members of senior management in developing and executing strategic plans to address current and emerging service needs. Develops a written technology plan and implements effective technological responses to meet the service needs of the library system.
- Provides management input in implementing County-wide IT policies; develops and implements project planning and library-specific IT policies and procedures.
- Provides advice, counsel, education, and consulting services to library management and the Library Board.
- Prepares and executes information-related Request for Proposals and implements systems resulting from that planning.
- Oversees delivery of system circulation services, development of related policies, and implementation of supporting technologies.
- Serves on the project team for remodel or construction of library buildings. Compiles research on library design and space utilization as it relates to technology resources.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Program management
- Staff development
- Organizational development
- Budget preparation and management
- Strategic planning
- Project development
- Mentoring and coaching
- Current information technology and requirements for library services and local government
- Computer networking and principles, applications, and techniques of information technology
- Project management practices and tools
- Computer software, hardware, programs, systems, servers, networks, and protocols related to job-specific duties

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
- Act independently
- Develop, interpret, and administer policies and procedures
- Organize resources and prioritize time
- Prepare and monitor budgets
- Perform effective supervision and management and team leading
- Exercise discretion and confidentiality
- Provide quality customer service and effective public relations
- Perform independent research of technical issues
- Analyze and redesign business processes
- Perform effectively in stressful situations
- Direct the work and project administration of technical staff
- Review, establish and maintain project schedules
- Effectively present ideas, plans, and goals, both verbally and in writing
- Establish and maintain effective working relationships with employees, senior management, and the general public
- Think logically and systematically, effectively apply general principles to specific conditions, and solve complex problems.
- Conceptualize, manage, and deliver multiple projects on time and within budget
- Translate technical language to lay audience

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work duties are typically performed in a general office setting.

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/Consultant's Initials: 10/14/2016 MP