



Salt Lake County Job Description

Associate Division Director – Library Public Service

DEPARTMENT: Community Services

DIVISION: Library/2500

JOB CODE: 055 **GRADE:** 018

FLSA STATUS: Exempt

SALARY PLAN: GEN

EFFECTIVE DATE: 10/10/2013

SAFETY SENSITIVE: No

JOB SUMMARY

In conjunction with the Division Director, guides the overall direction, growth, budget, and culture of the division. Manages division programs, personnel, and initiatives. Leads the strategic planning process of programs to meet goals and objectives.

MINIMUM QUALIFICATIONS

Master's degree from an accredited college or university in Library Science, plus four (4) years of related experience managing a large branch library or coordinating a system-wide program with a focus on Public Services, of which two (2) years 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.
- Serves as the Chair/Advisor and guide strategic direction for professional and managerial system committees and working groups, including the Technology Committee, Safety and Security Committee, and multiple task forces.

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 (i.e., 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
- Act independently
- Develop, interpret, and administer policies and procedures
- Exercise discretion and confidentiality
- Provide quality customer service and effective public relations
- Lead and manage change
- Perform effectively in stressful situations

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: 11/14/2017 CCR