

**WAUKEGAN PUBLIC LIBRARY
JOB DESCRIPTION**

<u>JOB TITLE:</u>	Deputy Director
<u>JOB CLASSIFICATION:</u>	Professional
<u>DEPARTMENT:</u>	Administration
<u>REPORTS TO:</u>	Executive Director
<u>SALARY RANGE:</u>	\$75,000 to \$78,000

JOB SUMMARY:

Seeking a dynamic, progressive, and flexible leader to assist in the support and management of an award winning library. Creativity and ability to use project management skills or systems thinking and even humor to lead an engaged and enthusiastic team are essential to this position. This position will not only serve as part of the leadership but will be a partner to the Executive Director to ensure that the library, and its' staff, continue to meet and exceed its mission and continue to raise awareness of the library's value in the community.

He/she will work under the general supervision of the Executive Director, working in planning, Implementing and managing library services to the public in accordance with library policies and any applicable laws and regulations. Acts as the head of the library in the absence of the Executive Director.

JOB REQUIREMENTS:

- Commitment and desire to provide excellent service to library patrons.
- Ability to adapt to change and lead a team through change.
- Ability to develop and maintain positive working relationships with coworkers.
- Ability to comprehend, follow library policies, and procedures and communicate them to others.
- Ability to develop an awareness of library-wide operations and manage the process.
- Ability to exercise good judgment at all times.
- Ability to meet physical requirements of specific job title.
- Ability to learn, model, and communicate new skills and concepts.

RESPONSIBILITIES:

- Assists the Executive Director in planning and directing all phases of library services.
- Directs all library services' departments (Collection Management; Customer Service; Inventory; Children's; Education/Literacy Services; Reference and Reader Services).
- Assists the Executive Director with the implementation and execution of the library's strategic plan.

Deputy Director

- Hires, supervises, and evaluates all service department managers.
- Oversees all library projects related to services' departments.
- Assists the Executive Director with the library's budget preparation and annual report.
- Assists the Executive Director with personnel management and evaluation responsibilities.
- Supervises the development and revision of job descriptions, assigns titles, classifications, and recommends compensation.
- Researches special projects of interest for the Board of Trustees via the Executive Director.
- Develops partnerships with people, business, and community groups. Represents the library in community related meetings and events, as necessary.
- Participates as a member of the library's leadership team.
- Attends and participates in staff, department and professional meetings related to job responsibilities.
- Attends monthly Board of Trustee meetings.
- Prepares monthly reports, including compilation of monthly statistics and narrative reports.
- Keeps informed of professional developments and trends.
- Serves as Freedom of Information Act (FOIA) and Open Meetings Act (OMA) Officer.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE REQUIRED:

- MLS from an ALA accredited library school.
- Minimum of five years of professional library experience.
- Strong interpersonal skills including communication (verbal and written),
- Strong problem solving and planning ability.
- Strong creativity as a resource in strategic planning/growth initiatives.
- Knowledge of library resources, selection principles, and use of innovation practices in libraries.
- Minimum of 3 years supervisory experience.
- Project Management skills.
- Team building skills.
- Evening and weekend work may be required.