



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: ASSISTANT LIBRARY DIRECTOR

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4076

PAY RANGE CODE: 24 AEC

REVISION DATE: 2/23/2017

NATURE OF WORK:

This is administrative and professional library work which involves assisting with directing all library services. Work includes responsibility for day-to-day library operations; participating in budget preparations and fiscal management; overseeing direct public services; managing personnel; continuously monitoring and evaluating library services; and managing the library system in the Director's absence. Work requires consultations with the Director, library staff, community members, Library Trustees, and the Foundation and Friends organizations.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Delivers effective customer services to all library users, both internally and externally, including responding to customer comments and complaints.

Coordinates library services across the system, working as part of the executive leadership team.

Attends Mayor's Cabinet meetings and City Council briefings and hearings, as necessary, to represent the library's interests.

Advises Library Trustees on relevant issues and participates in Library Board meetings.

Develops and coordinates strategic initiatives consistent with Omaha Public Library's Vision and Strategy.

Assists with preparing the annual library budget and provides fiscal oversight of designated budgets.

Oversees personnel issues, including the hiring, disciplining and termination of employees; represents the library at personnel and legal hearings as needed.

Manages the library in the Director's absence.

Reviews, plans, and assists in developing and revising library policies and procedures.

Participates in strategic planning and developing new services in response to patron needs and interests.

Leads public service programming and outreach for the library.

Responds to patron suggestions and concerns for the library.

Directs activities of digital services, including website, mobile services, and other virtual tools.

Coordinates with the library's foundation and friends organizations on relevant projects and programs.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of effective library administration and management methods as applied to the operation of a large library system, including personnel, planning, purchasing, budgetary, and financial principles and techniques.

Knowledge of professional library principles, methods, practices, and materials.

Knowledge of community library needs and interests.

Knowledge of reader interest levels, books, and authors.

Knowledge of budget preparation and budget management.

Knowledge of trends, technologies, and social changes that affect library service.

Skill in hiring, training, assigning, scheduling, supervising, inspecting, terminating, and evaluating the work of subordinate personnel.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to maintain patron confidentiality.

Ability to formulate and interpret library services, policies, procedures, goals, objectives, and facilities' operations to community groups, public officials, and the public.

Ability to effectively communicate the vision of the Omaha Public Library to staff, public officials, community groups, and members of the public.

Ability to communicate effectively, both written and verbally, and to deliver presentations and answer questions from the public.

Ability to understand oral or written instructions.

Ability to interpret municipal codes, personnel policies, and procedures.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

Ability to determine the priority of goals and assignments and to complete projects with minimal supervision.

Ability to plan, develop, explain, and install new procedures and to alter them as needs change.

Ability to identify, analyze, and resolve problems.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to stand, walk, and sit from 26 to 50% of the time; and to climb, reach, bend, stoop, squat, kneel, crouch, push, and pull up to 25% of the time.

Ability to move objects weighing up to ten (10) pounds up to 33% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Master in Library Science degree or a Master of Science in Library or Information Science degree from a program accredited by the American Library Association (ALA)

AND

Six (6) years of experience in professional library work that includes progressive experience managing library staff, projects, programs, and services.

SPECIAL QUALIFICATIONS

Must register for Nebraska Public Librarian Certification through the Nebraska Library Commission within 30 days of the hiring date. Must complete necessary continuing education requirements to keep certification current while employed by the Omaha Public Library.

Must be able to transport oneself or coordinate transportation to locations throughout the City during the course of the work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed at the main or branch libraries amid normal conditions of humidity, odors, dust, and noises, and may involve contact with rude, irate, or challenging patrons.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Facsimile Machine
Copier

Printer
Digital Camera
Mobile Devices

Telephone
Calculator
Scanner

Previous Revision Date(s): 7/29/93
11/30/00
10/28/04
8/25/11
2/28/13