



City of Tempe

DEPUTY COMMUNITY SERVICES DIRECTOR – LIBRARY SERVICES

JOB CLASSIFICATION INFORMATION

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| <i>Job Code:</i> | 014 | <i>FLSA Status:</i> | Exempt |
| <i>Department:</i> | Community Services | <i>Salary / Hourly Minimum:</i> | \$107,287 |
| <i>Supervision Level:</i> | Deputy Director | <i>Salary / Hourly Maximum:</i> | \$144,837 |
| <i>Employee Group:</i> | SMT | <i>State Retirement Group:</i> | ASRS |
| <i>Status:</i> | Unclassified | <i>Market Group:</i> | Deputy City Manager |
| <i>Drug Screen / Physical:</i> | N | N | Officials and Administrators |

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives direction from the Community Services Director and other city management staff.

Exercises direct supervision over professional, technical and clerical staff.

MINIMUM QUALIFICATIONS

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| <i>Experience:</i> | Five years of increasingly responsible experience in professional library administrative work in a comprehensive library operation with at least three years of supervisory responsibility. |
| <i>Education:</i> | A Master's degree in Library Science from an American Library Association accredited college or university. |
| <i>License / Certification:</i> | None |

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To manage, direct, and coordinate the programs and activities of the Library Services Division.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Develop, recommend and direct the implementation of division goals and objectives and policies and procedures.
- Direct, oversee and participate in the development of the Library Services Division's work plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.
- Prepare and implement the division budget, participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Serve as liaison with History Museum and Library Advisory Board and the Friends of the Tempe Public Library; ensure that the boards are aware of policy and major procedural changes affecting service to the general public.
- Develop and review staff reports related to the division's programs and operation.
- Oversee and participate in the preparation of grant proposals; administer and monitor awarded grants.
- Respond to all requests for information or services from the general public; respond to and investigate difficult and sensitive inquiries and complaints.
- Select, train, motivate and evaluate personnel; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Coordinate division activities with other City departments and outside agencies, organizations and boards.
- Provide technical assistance to staff, groups, and agencies.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

| <i>CLASSIFICATION LEVEL</i> | <i>INCLUDES</i> | <i>COMPETENCIES</i> |
|-----------------------------|-----------------|--|
| Foundational | All Employees | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory | In Addition > | Teamwork, Customer Service, Initiative, and Dependability / Reliability |

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|--|---------------|--|
| Supervisory | In Addition > | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others |
| Manager | In Addition > | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring |
| Deputy Director | In Addition > | Entrepreneurship and Networking |
| Director | In Addition > | Organizational Vision |
| <p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p> | | |

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| JOB DESCRIPTION HISTORY |
| <p><i>Revised January 1999</i> <i>Revised July 2002 (Range Changed)</i> <i>Revised Dec 2010 (Title change)</i> <i>Revised Dec 2011 (Update MQ's)</i> <i>Revised January 2016 (update Essential Functions, min quals, and title change)</i></p> |