



## CLASS SPECIFICATION

**Class Title:** Deputy Director, Library  
**Department:** Library  
**FLSA:** Exempt

**Class Code:** 4444  
**Eff. Date:** 03/20/16  
**Grade:** 29  
**Revised:** 05/03/19

### GENERAL PURPOSE

Under general supervision and direction from the Library Director, performs professional and administrative duties in planning, implementing, and directing public library services in Davis County. This may include directing a branch library, library automation, public library services or technical processing/system support services for the library.

### EXAMPLE OF DUTIES

Acts in the absence of the Library Director.

Participates on Library administrative team; oversees assigned library branches; supervises clerical and professional employees; recommends employees for hire and trains employees; schedules, assigns and monitors work; evaluates performance in compliance with County policies, procedures, and practices; documents and addresses performance problems in a timely manner; disciplines employees as necessary.

Administers library computer system; supervises and maintains the library computers and related equipment and software; acts as liaison between library and computer services providers; acts as a liaison with County Information Systems department; oversees social media for the library system; researches and recommends software and hardware purchases and computer service options to the Director.

Reviews materials selected for purchase; plans long-term collection development; recommends materials for purchase; assists in determining allocation of materials budget and assists in preparing department's annual budget.

Works effectively with other County departments as necessary to accomplish library related goals and projects; works with organizations outside the County framework as needed.

Evaluates public services within the Library system; assigns work as necessary to ensure adequate provision of services.

Provides assistance and guidance to library patrons by responding to reference questions and locating information sources; provides guidance regarding specific books and authors, electronic resources and system-wide resources.

Participates in continuing education programs such as library conferences, including required and elective State, County or Library training.

Travels to conferences and events outside of Utah; travel to locations within and outside of Davis County to attend meetings, training, conferences, and other events.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

**1. Education and Experience:**

Graduation from an American Library Association (ALA) accredited college or university with a Master's degree in Library Science, or graduation from an accredited college or university with a Master's degree in public or business administration, plus six (6) years of full-time paid library experience, three (3) years of which must have been in a supervisory position directing the work of para-professional or professional librarians. An acceptable combination of education and experience may be considered.

Preference for city or county public library experience.

**2. Special Qualifications:**

Must pass a criminal history background investigation.

Furnish personal transportation for on-the-job travel; employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

**3. Necessary Knowledge, Skills, and Abilities:**

**Considerable knowledge of:** effective supervisory principles and practices; objectives, principles and practices of library science including reference techniques, collection development, readers' advisory, cataloging, and online services; library reference sources; children's, young adult, and adult literature; trends and developments in the library field; computer and network operations. Library and County policies and procedures. General knowledge of: public service management principles and practices; public relations concepts and procedures; strategic planning.

**Skill in:** using common office equipment, including but not limited to, a multi-line telephone, fax machine, multi-function copier, and all applicable computer hardware and software programs/applications.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

**Ability to:** assign, supervise, and evaluate the work of others; digest and condense information and ideas; plan, organize, perform, and evaluate work assignments; address employee performance and disciplinary problems; solve complex problems; exercise sound independent



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judgment; receive and handle sensitive information and maintain strict confidentiality; work with minimal supervision; formulate and write policies and procedures; operate computer hardware and applicable software; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, employees, board members, other agencies, library patrons and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***