



City of Tempe

DEPUTY COMMUNITY SERVICES DIRECTOR – LIBRARY SERVICES

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	014	<i>Department:</i>	Community Services
<i>Supervision Level:</i>	Deputy Director	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Deputy City Manager
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range

****This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice**

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

<i>Experience:</i>	Five (5) years of increasingly responsible experience in professional library administrative work in a comprehensive library operation with at least three (3) years of supervisory responsibility.
<i>Education:</i>	A master's degree in Library Science from an American Library Association accredited college or university.

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.

- Develop, recommend and direct the implementation of division goals and objectives and policies and procedures, strategic priorities and measures in accordance with the core values of the City; Creativity, Diversity, Integrity, Quality, Openness, People and Respect.
- Direct, oversee and participate in the development of the division's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Perform job duties adequately and properly; follow personnel and department policies and operating procedures.
- Motivate, inspire, lead and evaluate personnel; collaborate and work with employees to build and maintain an inclusive team atmosphere that provides excellent and innovative library services, and positively impacts the community.
- Collaborate with local school districts, outside agencies, organizations, boards and other City departments to coordinate activities, develop and grow partnerships, and to implement programs.
- 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 to the Library Advisory Board and Friends of the Tempe Public Library; ensure that both 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.
- Provide continuous effort to improve operations, streamline work processes, and work cooperatively and jointly with staff team to provide quality services.
- Provide technical assistance to staff, groups, and agencies.
- Provide pro-active performance planning utilizing employee development tools.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

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

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> <i>Revised February 2021 (Update essential functions)</i></p>