



Office of Human Resources  
Deputy City Librarian – LQ3583  
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### General Statement of Duties

Provides strategic leadership and management in planning, evaluating and directing library operations and public services to include long-range strategic planning, financial and budget oversight, optimizing resource allocations, and ensuring alignment with library goals and objectives.

### Distinguishing Characteristics

There are four Library management classifications (Library Manager, Library Director, Deputy City Librarian, and City Librarian). The Library Manager is a first level management class. A Library Manager oversees work groups within a division and is generally responsible for supervising first or second line supervisors and/or individual contributors. A Library Manager position is operationally and/or functionally.

The Library Director is a mid-level management class. A Library Director manages a division and is generally responsible for supervising managers, supervisors, and individual contributors. A Library Director position is operationally and/or functionally focused as well as strategically focused.

The Deputy City Librarian is an executive-level management class. The Deputy City Librarian oversees Library Directors and directs all divisions of library services, ranging from reference to circulation to special collections to outreach services. The Deputy City Librarian is strategically focused.

The City Librarian is the highest level of executive management classification for the Library. The City Librarian leads and directs all library divisions and is generally responsible for supervising directors. A City Librarian position is strategically focused.

### Essential Duties

Manages and directs multiple divisions within a large charter department or agency. Represents the divisions' positions, initiatives and interests with a focus on the delivery of superior customer service; ensures staff is sufficiently knowledgeable and dynamic regarding customer service protocols and performance expectations.

Works with the management team to recommend short-term and long-term precedent-setting decisions impacting divisions and to recommend strategic initiatives, goals, and objectives for the department and its divisions. Directs the performance of the Divisions as related to the department's strategic plan, and the associated department and division level key performance indicators (KPIs). Develops and implements strategies for optimizing performance with the goal of meeting or exceeding the established KPI performance benchmarks.

Works with the management team to develop and establish standards, procedures, systems and guidelines for the divisional areas of responsibility. Provides expertise and consultative guidance to internal and external stakeholders which may include elected and appointed officials, citizens, and members of the business community.

Works with divisions to recommend and implement policies, programs, operating procedures and practices for the divisions and effectively manages operating costs. Ensures all budgets remain at or below established targets.

Coaches, mentors, and challenges staff. Champions continuous improvement, including devising new strategies and new opportunities. Leads staff development initiatives that include training, development, and succession planning. Establishes performance expectations and standards for all levels of employees to achieve or exceed performance metrics and to prepare employees for the future.

Fosters an atmosphere of innovation to challenge the organization to think creatively, especially as it relates to positive citizen and customer experience opportunities.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Develops, articulates, and implements a strategic vision for public services that promotes equity, inclusion, and broad community access across all library locations and service points.

Ensures the organizational structure, staff assignments, service levels and administrative systems accomplish the library's mission and objectives in an effective and efficient manner; directs the identification and analysis of opportunities for service enhancements.

Oversee a network of branch libraries across a large urban area, which involves strategic oversight of organizations and facilities to include ensuring continuity of library materials and services for diverse communities.

Works with the public services division leadership team to develop and establish standards, procedures, systems and guidelines for the divisional areas of responsibility.

Provides expertise and consultative guidance to internal and external stakeholders which may include elected and appointed officials, citizens, and members of the business community.

Provide direct supervision, mentorship, and professional development to a team of division Directors and/or other high-level managers within the public services structure.

Build and maintain strong, collaborative relationships with community organizations, government agencies, and other external organizations to expand library's reach and impact.

Oversee the financial operations of the public services division to include resource allocation in support of short-term and long-range strategic planning initiatives.

Anticipate and respond to evolving community needs, leveraging data and customer feedback to drive service innovation and continuous improvement.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies

Strategic Leadership – Establishes vision, goals, and strategic plans for public services, ensuring alignment with overall library objectives.

Governance, Policy & External Relations – Develops, implements, and oversees policies, standards, and procedures for all public service areas.

Community Engagement – Analyzes community needs, advocates for services, and builds partnerships.

Deciding and Initiating Action – Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks. Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Executive Collaboration – Works with other senior leaders on strategic planning, advocacy, and organizational effectiveness.

Persuading and Political Influence – Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

Coaching – Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

### Knowledge & Skills

Knowledge of executive leadership and management qualities, and ability to lead a large, complex, multi-site organization.

Knowledge of equity, diversity, and inclusion principles within public service delivery and organizational culture.

Knowledge of modern urban public library operations, principles, and emerging trends.

Knowledge of fiscal management, budget development and oversight, and resource optimization.

Skill in strategic planning, program evaluation, and data-informed decision-making.

Skill in communication, interpersonal, and negotiation, with the ability to effectively engage and build consensus with diverse stakeholders, including staff, customers, executive peers, and governing bodies.

Ability to manage complex capital projects (e.g., renovations, new construction, facility planning) without compromising daily operations.

### Level of Supervision Exercised

Directs multiple divisions of a department and must supervise directors, managers, supervisors, and may supervise individual contributors.

### Education Requirement

Master's degree in library science, business, or public administration from an accredited college.

### Experience Requirement

Six (6) years of leadership experience, which must have included at least three (3) years of director-level management responsibilities. Experience must include budget and fiscal oversight responsibility, evaluation of business processes, and policy and decision-making experience with planning and organizing multiple programs, projects, operations or functions.

### Education & Experience Equivalency

No substitution of experience for education is permitted.

### Licensure & Certification

None

**Working Environment**

For DPL Positions Specifically:

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.

Handles absentee replacement on short notice.

Handles emergency or crisis situations.

Occasional pressure due to multiple calls and inquiries.

Subject to pressure for multiple calls, inquiries, and interruptions.

**Level of Physical Demand**

For DPL Positions Specifically:

1-Sedentary (0-10 lbs.) - 2-Light (10-20 lbs.)

**Physical Demands**

For DPL Positions Specifically:

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: By Position, may move objects up to 10 pounds, or 10-20 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive Motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

**Background Check Requirement**

Criminal Check

Employment Verification

Education Check

**Assessment Requirement**

None

**Probation Period**

None

Class Detail

Pay Grade: EX-19

FLSA Code: Y

Established Date: 03/01/2026

Established By: JFH

Revised Date: 5/12/2026

Revised By: BM

Class History: 5/12/26 – Updated Distinguishing Characteristics.