

DCPL Cost Allocations for FY19-20

Analysis FY 2014-2018	FY 14 Allocation	FY 15 Allocation	FY 17 Allocation	FY 18 Allocation	% of change	Notes
Building Use Charge	\$ -	\$ -	\$ -			
Equipment Use Charge	\$ -	\$ -	\$ -			
GIS & IT Customer Svc	\$ 2,443.00	\$ 1,155.00	\$ 1,005.00	\$ 971.00	-3%	
Clerk	\$ -	\$ -	\$ -			
Treasurer	\$ -	\$ 10,453.00	\$ 11,624.00	\$ 12,615.00	9%	
Telecommunications	\$ 5,275.00		N/A			
General Services	\$ -	\$ -	\$ -			
County Administration	\$ 9,672.00	\$ 9,877.00	\$ 12,753.00	\$ 12,301.00	-4%	
Technology Services	\$ -	\$ 10,154.00	\$ 12,552.00	\$ 17,626.00	40%	
Human Resources	\$ 18,997.00	\$ 11,895.00	\$ 19,689.00	\$ 19,686.00	65%	
Records Management	\$ -	\$ -	\$ -			
District Attorney	\$ -	\$ -	\$ -	\$ 16,026.00	100%	In addition to \$20,000 for Janitorial
Building Services	\$ 32,126.00	\$ 32,030.00	\$ 51,427.00	\$ 46,686.00	-9%	In addition to \$32,271 for Risk Mgmt
FD309 Risk Management	\$ 3,730.00	\$ 8,639.00	\$ 5,650.00	\$ 8,995.00	59%	
Finance	\$ 24,567.00	\$ 24,012.00	\$ 33,543.00	\$ 39,575.00	18%	
Total Costs	\$ 96,810.00	\$ 108,215.00	\$ 148,243.00	\$ 174,481.00	18%	



Possible Job Titles:

LIBRARY OPERATIONS MANAGER
ASSISTANT LIBRARY DIRECTOR
DEPUTY LIBRARY DIRECTOR

DEFINITION

Under the general supervision and direction of the Library Director, performs professional and administrative duties in planning, implementing, directing, and evaluating of library services. Supervises selected staff in service areas such as Collection Development, Technical Services, Patron Services or Programming.

Responsible for administrative work involving a broad range of public library functions. Under administrative direction, oversees all public services and operations; develops, implements and exercises oversight over all personnel related functions to ensure compliance with policies and procedures; and performs related duties as required. Plans, organizes, and supervises the services and activities of a library division such as: Adult Services, Children's Services, or Technical Services. May assume responsibility for library operations in the absence of the Director.

EXPERIENCE AND TRAINING REQUIREMENTS

A master's degree in Library Science or Library Information Science from an American Library Association accredited college or university, AND five years of full-time progressively responsible experience in a public library setting.

SUPERVISION EXERCISED

Exercises direct supervision over library division supervisors, professional, paraprofessional and support staff.

EXAMPLES OF DUTIES

- Act on behalf of the Library Director in the Director's absence.
- Provide operational oversight of the general day-to-day operation of branch, mobile, and satellite libraries in the Library System;
- Evaluate recommendations from librarians and staff to help establish service levels and standards; work with the Director and staff to create, implement and evaluate library policies.
- Ensure policies and procedures are carried out consistently
- Supervise division supervisors, professional and assigned subordinate staff; participate in all hiring decisions; assign and review work; administer employee discipline and conflict resolution, and conduct performance evaluations. Serves as the first line manager and supervisor for librarians, supervisors, and paraprofessional staff. Provide coaching and feedback on an ongoing basis.
- Monitor performance evaluations across the department to ensure adherence to standards and fairness in application; resolve personnel issues that escalate from a branch or division level.
- Serve on the Director's administrative team; participate in determining the direction and goals of the



Library and in developing long-range planning and initiatives.

- Evaluate and determine staff training and development needs; review work methods and procedures and develop changes to improve efficiency and cost effectiveness; recommend and coordinate staff assignments throughout the library system to best meet service needs.
- Provide administrative support for patron-conduct issues; provide guidance and assistance as needed; review incident reports; ensure that policies and procedures are correctly followed; follow up with Director, supervisor, County and legal counsel as needed;
- Conduct and/or monitor special projects, assignments and activities; collect, compile and analyze information from various sources on issues related to library programs and the provision of services; write reports which present and interpret data and identify alternatives.
- Assists the Director in the development of library policy and procedures.
- Assists in budget preparation, budget maintenance, and grant writing.
- Assists in the development and training of staff and volunteers.
- Promotes library services and programs within the library and the community.
- Evaluates information sources and advises patrons as needed. Assists in the selection and acquisition of materials.
- Assists in planning, implementation, and evaluation of long and short term goals and objectives.
- Plans, organizes, and implements special projects as needed or determined by the Director.
- Provides leadership in working relationships and communication, ensuring high productivity and quality public service; encourages initiative and creativity.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Douglas County Library policies, procedures, methods and terminology.
- American Library Association philosophy, practices, procedures and techniques.
- Principles and practices of general management and supervision.
- Principles and practices of organizational development and project management including program planning, implementation and administration.
- Current trends, issues, challenges and developments in the field of public library administration.
- Current computer/mobile technologies and use of the Internet.
Provisions of applicable collective bargaining agreements.
- Development, implementation, and evaluation of multigenerational library classes and programs. Basic principles of preparing, monitoring and administering grant applications.