

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Deputy Executive Director Library**

**Department: Public Library**

**Pay Grade: GS.23**

**Supervision Received From: Exec. Dir. Library**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Exec. Asst., Asst. Dir. Lib.,**

**Established: 7/1/2021**

**Head Librarian, Lib. Ops. Mgr., Public Relations Coord. 2,**

**Revision Dates: 4/1/25;**

**Chief Admin. Officer, & Dir. Lib. Dev.**

**10/20/23;**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification guide, direct, and coordinate the activities of all patron services provided by the Chattanooga Public Library System. They collaborate with other executive team members to develop and implement a cohesive vision for the Library's future regarding delivering library services to the public in accordance with the Library's mission. With oversight from the Executive Director, they will conceive goals, objectives, and execution plans to include setting priorities and performance standards comprehensive in scope in regards to patron-facing functions, organizational development, and staffing. Under advice from reporting library managers, proposes and develops new and improved services and policies based on patron needs and desires, changes in technology, industry trends, and depth of understanding of the Library meta-organization. Coaches reporting managers to facilitate their growth, development, performance, and productivity. Leads in system-wide communication regarding services. Serves as the Executive Director whenever designated, and in the Executive Director's absence.

Work is performed with the maximum degree of initiative and judgment. The Deputy Executive Director has responsibility for the delivery of Library services, and is distinguished from the Executive Director, which is responsible for providing strategic direction for the Library system and has greater interfaces with the Library Board of Director, elected officials, and private donors. The Deputy Executive Director has broader responsibility for Library patron services and supervisory control than any other management classification.

### **SERIES LEVEL:**

This is the first level of a two-level library executive management series.

### **ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

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Delivers consistently excellent customer service while supporting the Library mission to be the Community's catalyst for lifelong learning through inspiring communication, integrity, and

passion. Internalizes the mission by taking the initiative to self-educate in professional development and skills. Advances the mission using common sense and critical thinking to achieve goals while amplifying team coherence.

Supervises library staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained, ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; evaluating and approving requests for leave and making hiring, termination and disciplinary decisions.

Provides strategic plan execution management for the Library system which includes budgeting, planning, coordinating, administering and evaluating programs, projects, processes, procedures, systems, standards and/or service offerings; ensuring compliance with federal, state and local laws, regulations, codes and/or standards; coordinating activities between multiple service areas and working to integrate and coordinate service areas.

Develops long and short-range plans for the Library system; provides technical and conceptual expertise to all Library employees to aid in planning and decision-making.

Meets and corresponds with outside groups, the press, vendors, patrons and local government officials regarding services, purchases, concerns and/or other related issues.

Researches and reviews best practices and strategies for public library systems.

Conducts various departmental meetings such as project meetings and staff meetings.

Monitors and evaluates the operations and performance of the public service teams at all locations, individually and system-wide; directs and manages the resolution of operational problems and initiates, designs and implements related policy and procedural changes.

Communicates and collaborates with internal departments, external consultants, vendors, external agencies, regulatory officials, the general public and/or other interested parties to coordinate work activities, exchange information and resolve problems.

Analyzes a variety of operational, administrative and statistical data including productivity and related items; manages and participates in the preparation of related reports, charts, graphs, procedures and documentation and analyzes data and identifies needs.

Represents the library at a variety of internal and/or external meetings, public events, and training sessions, on committees and/or other related events in order to receive and/or convey information.

Listens to feedback and takes constructive action. Provides basic direction and feedback to other Library employees. Prioritizes patrons and tasks with attention to detail. Communicates effectively at all levels. Considers the impact of actions on an individual, team and the organization. Contributes to the Library Safety Committee.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

**MINIMUM QUALIFICATIONS:**

Bachelor's degree and seven (7) years of applicable experience, including two (2) years of supervisory experience. Significant public library experience and satisfactory completion of a specified curriculum in Library Science may be substituted for the Bachelor's degree; or any combination of equivalent experience and education.

Advanced degree in Public Administration, Library Science (ALA Accredited), or other related field preferred. Three (3) years of public library experience preferred. One (1) year of administrative management experience is preferred.

**LICENSING AND CERTIFICATION:**

Valid Driver's License

**KNOWLEDGE AND SKILLS:**

Knowledge of managerial and leadership principles and practices; cataloging and classification theory and practices; library material preservation techniques; reference material practices; computerized information systems; municipal government structures and operations; municipal library operations, principles and practices; network concepts; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures; nonprofit and government budgeting and financial reporting principles and practices; strategic planning principles; structured project methodologies and project planning tools; inventory management principles; automated library systems and intellectual freedom concepts; mathematical principles, including statistical analysis and public relations principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; developing and managing budgets; interpreting and applying applicable laws, ordinances, codes, rules, regulations, standards, policies and procedures; analyzing and planning network systems; using computers and related software applications; managing maintenance and purchasing processes; analyzing complex library problems and making appropriate recommendations based on findings; managing the development of library programming; developing strategic plans and communication and interpersonal skills as applied to interaction with library staff, board members, public officials and the general public sufficient to exchange or convey information and to receive work direction.

**PHYSICAL DEMANDS:**

Positions in this class typically require talking, hearing, and seeing.

**WORK ENVIRONMENT:**

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.