West Georgia Regional Library System

Job Description

Position Title: Deputy Director
Reports To: Director

General Position Description
Responsible for assisting the Director in the planning, organization, supervision, development, and administration of all services, personnel, operations, and programs. Assumes the duties of the Director in his/her/their absence. Assists Director in evaluation and assessment of overall departmental functions and in the implementation of new service objectives and programs. Coordinates and supervises regional administrative team and supports member libraries.

Essential Functions
- Coordinates and supervises day-to-day operations and functions of the regional library system, according to established policies and procedures.
- Evaluates ongoing departmental activities and needs, serving as an administrative conduit to the Director to facilitate timely work flow.
- Assists in administering all regional library services and programs; supports, mentors, and monitors operations of regional administrative team.
- Formulates goals, policies, objectives, plans, and procedures for public library services.
- Directs or prepares studies and reports to support recommendations for policy changes or procedural improvements.
- Prepares system-wide annual report and performs data analysis to support system goals and objectives.
- Assists with budget preparation and management in collaboration with Director.
- Keeps current with library trends, issues, and technology, as well as political, economic, and demographic issues that may affect services and programs.
- Coordinates activities and meeting preparation related to county and city affiliate boards of trustees.
- Assists Director with activities and meeting preparation related to Regional Board of Trustees.
- Assists regional team with financial processes and internal controls.
- Coordinates development and implementation of regional strategic planning processes.
- Assists as community liaison to promote public library services and programs through public presentations.
- Represents the library system at community, funding agency, and professional meetings.
- Pursues active membership in appropriate regional, state, and national library
organizations.

- Oversees special projects as assigned by the director and other duties as assigned.

Knowledge, Skills, and Abilities

- Extensive knowledge of professional public library principles, practices, functions, methods, and administration.
- Knowledge of financial reports, budgets, procurement, and related business activities.
- Ability to establish efficient, realistic plans that clearly convey the mission and satisfy the long and short range plans of the library system.
- Ability to demonstrate the necessary supervisory, decision-making, leadership, team-building, and strategic skills.
- Ability to set priorities, coordinate multiple ventures, and guide projects to completion.
- Proficient in verbal and written communication.
- Intuitive ability to listen carefully and openly.
- Capacity to interact in a positive, effective manner with staff and the general public.
- Perform job duties with a minimum of supervision, work collaboratively in a team environment, and demonstrate professional standards, good judgment, dependability, and timeliness in work environments.
- Ability to adapt to multiple demands and changing priorities, to learn, and be willing to embrace change.
- Ability to present ideas and provide instruction. Proficiency with teaching and using various forms of technology.

Job Requirements

Four (4) years public library or similar administrative experience. Excellent communication skills. Experience with personnel management. Master's degree in Library Science from a school that is accredited by the American Library Association. Must possess a current State of Georgia Librarian Certification. Additional administrative and leadership training and development a plus.

Employment contingent upon satisfactory background check.

Supervisory Duties

Direct supervision of four members of the regional administrative team.

Salary and Benefits

This is an exempt position with a salary ranging between $75,000.00 and $80,000.00 annually, based upon experience. Benefits include medical coverage through the State Health Benefit Plan, flexible benefit options through GaBreeze, enrollment in the Teachers Retirement System of Georgia, sick leave, and annual leave.

Application Process

Interested parties will submit a cover letter, résumé, and four references (two professional and
two personal) to jobs@wgrls.org.

Applicants are encouraged to apply by or before the end of the day Friday, September 3, 2022.