

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3410

TITLE: ASSOCIATE DIRECTOR OF LIBRARY OPERATIONS

GRADE: S-31

DEFINITION:

Under direction, coordinates and directs the County's public library network, encompassing all regional, community and neighborhood branches; and performs related work as required.

ILLUSTRATIVE DUTIES:

Coordinates through subordinate managerial personnel the budget, purchasing, personnel, physical plant, circulation, automation and service delivery enterprises of all public library facilities;

Participates in development of system goals, objectives and operating procedures and sets criteria for measuring their successful accomplishment;

Assesses staff and equipment needs and prepares annual operating budget for Division;

Participates in Library Board's deliberations on the budget submission;

Prepares grant requests;

Interviews all candidates for professional public library positions and approves the appointment and promotion of Division staff;

Approves staff participation and payment for continuing education activities;

Ensures branch-administration communication;

Chairs regional manager and head librarian meetings;

Appoints, and may chair, committees and task forces as needed;

Consults and advises the Director and Deputy Director, members of Executive Council and others on administrative and Division matters;

Prepares reports for the Library Board of Trustees on branch performance and plans.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of library administration and library science;

Knowledge of budget preparation and financial record keeping;

Demonstrated ability to coordinate and direct the County's public library network;

Ability to plan, direct and coordinate the activities of a large staff;

Ability to communicate effectively, both orally and in writing;

Ability to maintain courteous and effective working relationships with employees and the general public.

EMPLOYMENT STANDARDS:

Graduation from college or university with a Master's degree from an accredited library school; plus five years of increasingly responsible professional library experience, including three years in an administrative capacity.

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Page 2

NECESSARY SPECIAL REQUIREMENT:

Possession of a certificate issued by the Virginia State Board of Certification of Librarians.

REFORMATTED/REVISED: December 3, 2007
APPROVED: October 25, 1982