CITY OF SAN ANTONIO
JOB ANNOUNCEMENT
111 Plaza De Armas, San Antonio, Texas 78205
Phone No. (210) 207-8108 Job Line (210) 207-7280

Assistant Library Director

The City of San Antonio is recruiting for an Assistant Library Director. This position is responsible for assisting the Director in planning, directing, and overseeing the activities and operations of the San Antonio Public Library. Coordinates assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager's Office. Exercises direct supervision over management, professional, technical, and clerical staff.

Essential job function will include: Assists in managing the development and implementation of department goals, objectives, policies, and priorities for the Library; establishes, within City policy, appropriate service and staffing levels; and allocates resources accordingly. Assists in monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems; and internal reporting relationships; and identifies opportunities for improvement, and assists in directing the implementation of changes. Assists in acting as official departmental representative to other City departments, City Manager's Office, elected officials and outside agencies; explains, justifies, and defends Department programs, policies, and activities; and negotiates and resolves sensitive, significant and controversial issues. Assists in selecting, motivating, and evaluating department staff; provides or coordinates training and works with employees to correct deficiencies; and assist in implementing and administering disciplinary and termination procedures. Assists in planning, directing, and coordinating, through subordinate-level staff, the department work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; and review and evaluates work methods and procedures. Assists in managing and participating in the development and administration of the department budget; estimates funds needed for staffing, equipment, materials, and supplies; and assists in directing the monitoring and approval of expenditures; and directing the preparation and implementation of budgetary adjustments as necessary. Assists in coordinating departmental activities with those of other departments and outside agencies and organizations; provides staff assistance to City Manager; Assistant City Managers and City Council; and assists in preparing and presenting staff reports and other necessary communications. Assists in providing staff support to a variety of boards and commissions; attends and participates in professional group meetings; and stays abreast of new trends and innovations regarding library services and operations. This position requires the successful candidate have a Master's of Library Science Degree from an American Library Association accredited college or university. Eight years of increasingly responsible professional experience in providing public library services, including five years of administrative or supervisory responsibility. Substitution Ratio: No substitution for education allowed. Knowledge and experience using web-based automated library system. Experience working in a public library. Bilingual (English/Spanish) is desirable.

Salary range: $60,240 - $86,748. Apply at once with letter, resume and references to the City of San Antonio, Human Resources Department, Attn: Norma Hemphill, Human Resources Administrator, P.O. Box 839966, San Antonio, Texas 78283. Open until filled.

Applications are accepted Monday through Friday 7:30 a.m. to 5:15 p.m. at the Human Resources Department, 111 Plaza De Armas.

The City of San Antonio is an Equal Opportunity Employer.