SALARY: $48,000-$53,000/year (DOQ)
35 hrs/week (Exempt)

DOTHAN HOUSTON COUNTY LIBRARY SYSTEM

JOB TITLE: Deputy Director for Public Services & Technology (DDPST)

GENERAL STATEMENT OF DUTIES: In partnership with the Library Director, the Deputy Director for Public Services & Technology develops, manages and evaluates the policies, programs, collections, budget, and strategic planning efforts of the library's direct public services departments, as well as its technology network infrastructure to support a stellar customer service experience for DHCLS's in-person and virtual patrons.

SUPERVISION RECEIVED/GIVEN: Reporting directly to the Library Director, the DDPST serves as a member of DHCLS's Strategic Management Team (SMT). The DDPST has direct supervisory oversight for all issues pertaining to Public Services and Information Technology including: Programming, Branch Operations, Collection Development, Technical Services, Children's Services, Teen Service, Adult Services, and the Bookmobile. The DDPST is second-in-charge of the library system, assuming full responsibility for all library operations in the absence of the Library Director.

JOB DUTIES:

- Provides direction and oversight to six DHCLS Public Services administrative personnel. These include: Branch Manager – Main, Branch Manager – Westgate, Children's Services, Adult Services, Bookmobile, Branch Manager – Ashford/Teen Services. Through these managers, indirectly supervises all staff of these units.
- Responsible for all aspects of Collection Development and Technical Services including: Acquisitions, Withdrawals, Circulation, Cataloging, Processing, etc.
- Provides direction and oversight to all DHCLS Technical Services and Information Technology personnel currently staffed at 1 FT & 1 PT.
- Responsible for ensuring the present and future optimal operation and function of the library's technology and communications network (hardware/software), including the DHCLS website, Intranet, and consortial eBook platform.
- Sets standards and coaches DHCLS personnel on customer service and communication skills.
- Receives, investigates, evaluates and acts upon complaints and suggestions from citizens and organizations pertaining to Public Services and Technology-related issues.
- Maintains effective working relationships with all DHCLS vendors.
- Creates and maintains all policies and procedures related to Public Services and Technology.
- Coordinates Public Services and IT staff training efforts and creates in-house documentation as needed.
- Chairs DHCLS committees including: DHCLS Programming & Events, Social Media Working Group, etc.
- Compiles and interprets qualitative and quantitative data and prepares analytical reports.
- Develops and maintains an effective library volunteer program
- Represents DHCLS at conferences, meetings, community events, and City/County Commission meetings.
- Seeks additional funding resources through identification of grants and sponsorship opportunities
- Develops and manages community partnerships including the Friends of the Library
- Attends bi-monthly Library Board of Trustees meetings
- Performs other reasonable duties as required.

KNOWLEDGE, SKILLS, ABILITIES:

- Ability to lead, plan, organize, direct, coordinate, coach and supervise the work of others within a teamwork setting.
- Knowledge of existing and emerging best practices and trends in librarianship, public library administration, and technology.
- Ability to manage time effectively and set priorities in order to meet assignment deadlines.
- Ability to identify and develop reasonable and realistic solutions to problems.
- Ability to effectively identify and evaluate problems/potential solutions, and make calculated independent decisions based upon experience
- Ability to communicate both orally and in writing
- Ability to motivate and encourage staff to solve problems independently.
- Ability to resolve conflict, both internal and external.
- Knowledge of current practices in Human Resources and Budget Planning.

SALARY: $48,000-$53,000/year (DOQ)
35 hrs/week (Exempt)

JOB TITLE: Deputy Director for Public Services & Technology (DDPST)

PERSONAL ATTRIBUTES:

- Possesses the attributes and qualities of effective leadership
- Passionate about public library work with a strong customer service and community service orientation
- Respects and maintains confidentiality.
- Active listener, forward thinker, organized, detail-oriented.
- Possesses a calm demeanor with an outgoing, positive, and sociable attitude
- Works effectively in a diverse team environment
- Demonstrates good judgment, empathy, and high ethical standards
- Professional demeanor with a neat personal appearance

EXPERIENCE AND TRAINING:

- Master's degree in library/information science from a library school accredited by the American Library Association.
- Four years of progressively responsible professional library experience, preferably in a public library setting, including at least two as an administrator of a public services unit or major library division.
- Experience interpreting and applying library policy in a complex public service context
- Experience in the operation and oversight of integrated library systems, preferably SirsiDynix
- Experience identifying, applying for, delivering, and evaluating grant-related projects (preferred)
- Maintains active memberships in professional organizations.
- Must possess a current valid driver's license.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools, or controls, talk and hear. Hand-eye coordination necessary to operate computers and various office equipment. The employee is occasionally required to climb, balance, stoop and crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Will require driving to various locations.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

To apply for this position, please send a detailed cover letter with resume by November 15th, 2016 via regular mail to:

Dothan Houston County Library System
Attn: Human Resources
445 North Oates Street
Dothan, AL 36303

For any inquiries regarding this opportunity, please contact:

Jason LeDuc, Director
Dothan Houston County Library System
director@dhcls.org

DOTHAN HOUSTON
COUNTY LIBRARY SYSTEM

About DHCLS

DHCLS, located in **Dothan, Alabama**, currently serves Houston County residents (103,000 pop.) students and employees of local businesses. Our county wide facilities include; a new Main Library (2014) in Dothan, a new branch located in the Westgate Recreational Park (2014) along with branches in Ashford and an active bookmobile. With a focus on literacy, providing access to technology, lifelong learning and community engagement staff have significantly increased traffic to the new facilities in the past year. Extensive programming at the library for all ages has provided patrons with a place to go and connect. The library system is managed by a library board with15 members appointed from Dothan and the surrounding Houston County communities. The City of Dothan and Houston County provide annual funding along with Alabama state aid and private contributions and grants to keep the library current and easily accessible with extended hours of operation. The strength of DHCLS is built upon the staff and their commitment to providing the best materials, technology and service to all residents.

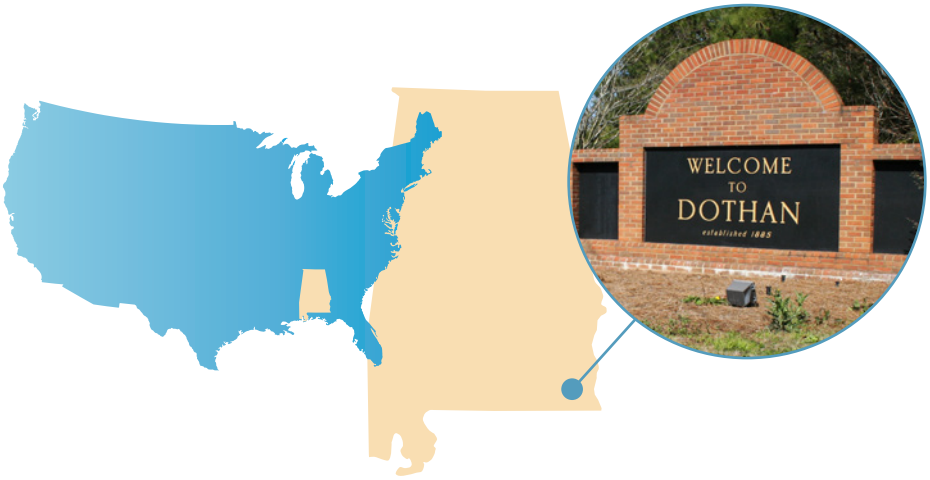
Dothan Houston County Library System is the proud recipient of the 2015 *Library Journal* **LibraryAware Community Award**.

- **Completed $8M building program, debt free**
- **Added expansive technology infrastructure system wide**
- **Expanded e-Resources for all ages**
- **Daily visits: 2,200 (average)**
- **Annual Operating Budget: $1.3m**
- **Materials Budget: $175k**
- **Staff: 12 Full Time and 28 Part Time**
- **Hours: 7 days / Week with 3 Evenings**
- **Programs: 20-30 per month**

DOTHAN HOUSTON
COUNTY LIBRARY SYSTEM

Location

DOTHAN, ALABAMA is the home of the Dothan Houston County Library System. Nestled in the Southeastern corner of the state directly above Panama City, FL beaches and adjacent to the Georgia state line Houston County is home to a diverse population of 103,000 residents. Primary area employment opportunities include; medical and health sciences, transportation, agriculture, Fort Rucker (Army), and manufacturing, retail and educational facilities. With one fourth of the US peanut crop grown in the region, Dothan is the "Peanut Capital of the World."



Residents enjoy a high quality of life enriched by community activities, sporting events, social clubs, cultural organizations and a broad range of religious institutions. With a renewed focus on education in Dothan, the city and county schools have been reenergized for improved opportunities for all students. In addition, the community has multiple private schools for pre K-12 students. Higher education institutions include Wallace Community College, Troy University and Alabama College of Osteopathic Medicine (2013). Residents are very committed to their community as demonstrated in the recent library building project, financial support came from jars of pennies to millions in contributions-all walks of life wanted to help.