



JOB ANNOUNCEMENT

ASSISTANT DIRECTOR, SUPPORT SERVICES

FULL-TIME, 40 HOURS PER WEEK

\$44.05 TO \$55.16 PER HOUR

\$91,903 TO \$114,732 PER YEAR

CLOSES AUGUST 9, 2021 – OPEN UNTIL FILLED

ABOUT JCLS

With more than 200 days of sunshine each year, Jackson County, Oregon is located midway between Portland and San Francisco. The region boasts beautiful valleys and mountain lakes, wineries, wild rivers, easy access to the Redwoods and coast, and cultural entertainment to rival big cities.



Jackson County Library Services (JCLS) serves the 220,000 residents of Jackson County with 15 branch libraries. The mission of the Jackson County Library District is to connect everyone to information, ideas, and each other. We provide a wide range of children's, teen, and adult physical and electronic resources and collections as well as outreach services, including booktalks for elementary and middle school students, services for homebound patrons, and outreach to childcare centers. Our ever-changing [calendar of programs](#) and events is diverse, including musical performances, lectures, art exhibits, classes, book groups, storytimes, and more.

THE POSITION

The Assistant Director of Support Services oversees the system wide support services functions of a 15-branch system. Support Services includes the areas of Digital Services, Technical Services, Collection Development, and Information Technology. The Support Services team manages the infrastructures that help JCLS meet the community's needs, now and in the future. The Assistant Director supports the JCLS mission, vision and values through exceptional leadership and dedicated customer focus. This position plays a critical role on the core administrative team for JCLS and helps promote the library and its services to the Jackson County community.

DUTIES AND RESPONSIBILITIES

- Manages with integrity, honesty and knowledge to promote the mission, vision, and values of the library and create thriving libraries in the heart of the community.
- Evaluates library systems environments and key operational indicators to identify problems, concerns, and opportunities for improvement. Systems include the computer infrastructure for staff and public, Integrated Library System (ILS), telephone and email communication systems, and online databases.

- As part of the administrative leadership team, works together to formulate visions, set goals, devise strategies, and set timelines for execution and implementation.
- Supervises staff in the areas of Digital Services, Collection Development, Technical Services, and Information Technology.
- Coaches, mentors, and trains direct reports to execute action plans that meet operational and organizational objectives.
- Supports and monitors the planning and execution of local initiatives to achieve both operational excellence and business results; follows up consistently to ensure accountability to plans.
- Encourages and supports Public Services Managers and their staff in utilizing existing tools and best practices to ensure effective library operations.
- Maintains and analyzes statistical data to inform operational decisions; creates regular, meaningful reports for the Director, the Board, and the State annual statistical report.
- Analyzes and utilizes management information tools, financial reports and other library related data (usage, demographics, trends, etc.) to identify and address library system trends, issues, and opportunities.
- Regularly solicits stakeholder feedback and supports solicitation of patron feedback to understand the needs of the local community.
- Active participant on the leadership and administration team.
- Follows all legal and policy requirements related to patron privacy and custodianship of patron records.
- Regular attendance.
- Related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent interpersonal skills, including the ability to interact effectively and work productively, collegially, cooperatively, and collaboratively with a variety of diverse individuals and groups in a complex and rapidly changing environment.
- Exceptional customer service skills and proven ability to develop and sustain productive customer relationships.
- Proficiency with library automated systems, Office 365, , spreadsheet and presentation software.
- Experience and/or interest in culturally diverse groups, diverse learning styles
- Ability to confidentially and discreetly handle subject matters requiring privacy and sensitivity.
- Strong organizational, time-management and results-oriented skills.
- Accuracy and attention to detail.
- Know, understand and administer the American Library Association's Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement, recognizing that freedom of access is a fundamental tenet of a public library. In addition to these freedoms, support client discretion of materials available at your local libraries.

QUALIFICATIONS

MINIMUM QUALIFICATIONS

1. Master's Degree in Library and Information Science from an ALA accredited institution.
2. Five years of progressively responsible library managerial experience and/or administrative functions of a library, or equivalent knowledge.
3. Equivalent combination of education and experience which provides the knowledge, skills, and abilities required to perform the duties as described.

DESIRED QUALIFICATIONS

1. Advanced experience analyzing and applying financial reports and library related data (usage, demographics, trends, etc.).
2. Demonstrated successful experience in a complex, fast-paced environment.

SPECIAL REQUIREMENTS/LICENSES

- Criminal background check required.
- Must have valid driver's license and required mandatory insurance when operating a privately-owned vehicle for business purposes.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

WORKING CONDITIONS

While performing the duties of this position, the employee is continuously required to communicate by talking and listening, use of fingers and hands, repetitive motion and sitting. Frequently required to stand, walk, reach, sit and feel. Occasionally bend, stoop, grasp and rarely to feel, kneel or crawl. The position requires mobility, including the ability to move materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., may infrequently require moving materials weighing up to 20 pounds.

Manual dexterity and coordination are required over [75%] of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

Travel to other district locations and/or to workshops/professional meetings/conferences.

This level has a work environment that is well protected, with virtually no hazards or obstacles. There is very little element of personal risk or hazard. Job conditions are stable, usually well managed, and very comfortable.

Conditions may consist of the following:

- Reading for comprehension and direction (policies & procedures)
- Speaking to share, respond and maintain relationships or to convey instructions and/or direction
- Presenting to a wide range of ages and audiences to inspire lifelong learning
- Considerable cognitive process to make effective decisions for non-routine work
- Various equipment includes computers with a keyboard and mouse, telephone, and other electronic devices to share documents, information and discussion
- Deadlines and changing priorities with multiple demands on time
- Attendance at evening and weekend meetings and/or social/business events
- Available for emergencies and off-schedule contacts

SALARY

This position is placed at range Z on the JCLS salary schedule, and has a starting yearly salary range of \$91,603 to \$97,312. The full salary range is \$91,603 to \$114,732 per year. Placement on the salary schedule is based upon education and experience.

BENEFITS

JCLS offers a competitive benefits package including 401(a), 457, medical, dental and vision coverage to employees and qualified dependents. In addition, JCLS provides vacation, sick leave and paid holidays.

SELECTION PROCESS

After the preliminary screening, selected candidates will be invited for an initial interview. Videoconference interviews (in lieu of an in-person initial interview) will be offered. Candidates to be interviewed will be selected from applicants who most closely meet the minimum and desired qualifications. Meeting the minimum qualifications does not guarantee an interview.

JCLS reserves the right to re-advertise the position or to delay indefinitely filling of the position if it is deemed that applicants for the position do not constitute an adequate applicant pool or if funding is not available.

CONDITIONS OF EMPLOYMENT

Employees must satisfy all of the pre-employment requirements prior to appointment that include, but are not limited to; verification of their legal right to work in the United States, and a background check.

ACCOMMODATIONS

Applicants requiring reasonable accommodations in completing the application or the interview process must notify the Human Resources Department in advance.

EQUAL OPPORTUNITY EMPLOYER

JCLS provides equal employment opportunities to all employees and applicants for employment, and prohibits discrimination and harassment, of any type, without regard to race, color, religion, age, sex, national origin, marital status, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training.

The organization employs affirmative personnel measures to ensure the achievement of equal employment opportunities in all aspects of employment, and the work environment. These policies of nondiscrimination will prevail throughout every aspect of the employment relationship, including recruitment, selection, compensation, promotion, transfer, layoff, termination, training, and conflict resolution.

APPLICATION PROCESS

In order to be considered for this position, applicants must submit a **JCLS Application, Cover Letter and Resume**. The JCLS Application can be found [HERE](#). These items must be turned in to the Human Resources Department no later than **August 9, 2021 at Midnight PST**.

Materials can be submitted by emailing to bfogerty@jcls.org. Only candidates with complete materials and who meet the minimum qualifications of the position will be considered.