

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Community Services
Division of Libraries
Classified, GRADE 15
FLSA exempt position

**ASSISTANT DIRECTOR OF COMMUNITY SERVICES -
LIBRARY SERVICES**
(County Librarian)

GENERAL STATEMENT OF DUTIES: Plans and directs the administration of the County library services program and serves as the County Librarian; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for the day-to-day operations of the County library system. General supervision is received from the Director in the form of general guidelines. Supervision is exercised over all subordinate staff members.

ADA REQUIREMENTS: This is light work requiring the exertion of up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects; work requires crawling, crouching, standing, stooping, walking, reaching, fingering, handling, pushing, reaching, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; mental acuity is required to make rational decisions through sound logic and deductive processes; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Administer operations of County library system;
Maintain County-wide automated library system;
Oversee inter-library book sharing program;
Develop and share a long-range plan for library services in Kent County;
Secure support and funding for long range plan implementation;
Review County library funding program and recommend adjustments;
Provide technical advice on matters pertaining to library services;
Assist in preparation of annual budget and Capital Improvements Program for Division;
Represent Kent County in library related associations;
Prepare requests for State Library Standards funds and Library Services and Construction Act Grants;
Serve as a liaison between the County and other public and private libraries;
Direct operations of the County mobile library;

Provide technical and professional consultation and support to the libraries in Kent County.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of library principles, methods, practices, organization, aims, and services; good knowledge of library technology and automation; good knowledge of budgeting methods and procedures; ability to write and speak effectively; ability to direct and supervise the work of others; ability to establish and maintain effective working relationships with local and state library agencies, staff and supervisor; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Bachelor's degree from an accredited four-year college or university in library science or a closely related field (MLA desirable) with at least three years of progressively responsible professional experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgement

Eff. 10/01/07

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