



City of Rochester (NY)

## Deputy Director of Community Libraries

|                     |                                     |                     |                             |
|---------------------|-------------------------------------|---------------------|-----------------------------|
| <b>SALARY</b>       | \$93,137.00 - \$122,808.00 Annually | <b>LOCATION</b>     | Rochester, NY               |
| <b>JOB TYPE</b>     | Full-Time                           | <b>JOB NUMBER</b>   | 24DM880PLA41                |
| <b>DEPARTMENT</b>   | Rochester Public Library            | <b>BUREAU</b>       | Central Library             |
| <b>OPENING DATE</b> | 11/06/2024                          | <b>CLOSING DATE</b> | 11/30/2024 11:59 PM Eastern |

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### General Description

This is a position in the Rochester Public Library involving responsibility for administration and general oversight of 10 community branch libraries located throughout the City of Rochester. This includes the planning, directing, and coordinating of community library services. General supervision is received from the Library Director and direct supervision is exercised over the work and personnel of multiple locations. Employees in this class may act for the Library Director. Related duties are performed as required.

This is a Competitive Class position. The individual selected to fill this vacancy will be given a provisional appointment and will be required to participate in the next Civil Service Examination for this title.

A qualified applicant may be provisionally appointed and serve in the position until a Civil Service Examination is administered and an appropriate eligible list can be established to make a permanent appointment in accordance with the Civil Service Rule of Three. (See "<http://www.cityofrochester.gov/article.aspx?id=8589935786>" Provisional Appointment - FAQ's) If you are already a City employee and have permanent, competitive status in your current position and appointment to this title would result in a provisional appointment in another department, you will lose your previous permanent competitive rights.

### Typical Work Activities

- Plans and recommends new types of services, particularly those involving the application of emerging trends for the library field;
- Interacts and consults with colleagues on a variety of issues;
- Leads and participates in strategic planning exercises;
- Recommends policies to the Library Director;
- Makes studies of operating procedures and recommends revisions and improvements through an equity lens;
- Directs and reviews the preparation of budget requests and submits them with recommendations to the Library Director;
- Leads and participates in the development of a diversity plan including staff recruitment, training programs, and development plans;
- Analyzes key performance indicators and adjusts programs, services, and budget allocations as needed.
- Conducts meetings; leads teams;
- Keeps informed of developments in the library, municipal government, and non-profit fields; attends professional meetings;

- Represents the Library at community and group meetings;
- Represents the Rochester Public Library within the Monroe County Library System member library director's organization;
- Introduces new, creative programs and services that meet the needs of the diverse Rochester community and support community priorities;
- Acts in place of the Library Director in his or her absence.

## Minimum Qualifications

Master's degree in Library Science, Public Administration or closely related field **PLUS** four (4) years of experience in a library of recognized standing, a non-profit organization or municipal government agency.

### OR

Bachelor's degree in Library Science, Public Administration or closely related field **PLUS** six (6) years of experience in a library of recognized standing, a non-profit organization or municipal government agency.

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#### Agency

City of Rochester (NY)

#### Address

30 Church Street  
Room 103A  
Rochester, New York, 14614

#### Phone

585-428-7115

#### Website

<http://www.cityofrochester.gov>