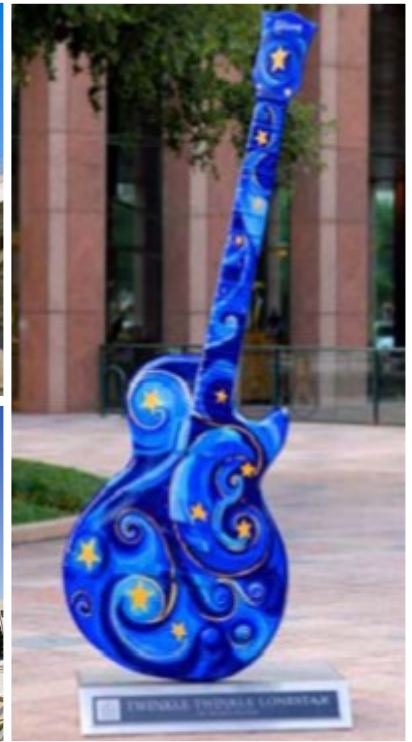


Assistant Director, Libraries



CITY OF AUSTIN, TEXAS





UNIQUE OPPORTUNITY

The City of Austin is seeking a highly experienced and progressive Library Executive with a track record of innovative, high-level leadership, and excellent employee engagement to join the City's diverse and high-functioning Austin Public Library Department.

AUSTIN, TEXAS

This vibrant and dynamic city tops numerous lists for business, entertainment, and quality of life. One of the country's most popular, high-profile "green" and culturally dynamic cities, Austin was selected as the "Best City for the Next Decade" (Kiplinger, 2010), the "Top Creative Center" in the US (Entrepreneur.com, 2010), #1 on the Best Place to Live in the U.S. and #4 on the Best Places to Retire (U.S. News & World Report, 2019), and the City of Austin was ranked in the top ten on Forbes list of America's Best Employers for 2017.

Austin is a beacon of sustainability, social equity, and economic opportunity; where diversity and creativity are celebrated; where community needs and values are recognized; where leadership comes from its community members, and where the necessities of life are affordable and accessible to all.

Austin is a player on the international scene with such events as SXSW, Austin City Limits, Urban Music Fest, Austin Film Festival, Formula 1 and home to companies such as Apple, Samsung, Dell and Ascension Seton Health. From the home of state government and the University of Texas, to the Live Music Capital of the World and its growth as a film center, Austin has gained worldwide attention as a hub for education, business, health, and sustainability.

The City offers a wide range of events, from music concerts, food festivals, and sports competitions to museum displays, exhibits, and family fun. Austin is also home to a wonderful ballet, world-class museums, one-of-a-kind shopping, and beautiful outdoor spaces. You can just as easily spend your morning paddling the lake as you can strolling through a celebrated history museum.

Located at the edge of the Texas Hill Country -- rolling terrain of limestone bluffs, springs, rivers and lakes -- Austin's climate is ideal for year-round jogging, cycling, hiking on the City's many trails or swimming at Barton Springs or another one of the area's many swimming holes. There are several excellent golf courses in the area as well as opportunities for rowing, kayaking, canoeing, camping, rock climbing, disc golf, mountain biking, fishing, and more. Austin has something for everyone.



AUSTIN CITY GOVERNMENT

The City of Austin is a progressive, full-service municipal organization operating under the Council-Manager form of government. The Austin City Council City has a 10-1 council system with an at-large Mayor and Council Members that represent 10 single-member districts. The Mayor and Council Members serve in their respective seats for four years and cannot be elected to more than two consecutive terms. The City Council appoints the City Manager who is the chief administrative and executive officer of the City. The City Council and City Manager are committed to their mission of delivering the highest quality services in the most cost-effective manner.

To learn more about the dynamic City of Austin, visit austintexas.gov.

STRATEGIC OUTCOMES AND INDICATORS

The City Council adopted six Strategic Outcomes and Indicators in 2018 as part of its Strategic Direction 2023 to guide the City in improving quality of life and civic participation in the Austin Community over the next three to five years. The Assistant Director, Libraries reports through the Director of Libraries, who is aligned to the Culture & Lifelong Learning Outcome. The Assistant Director, Libraries will be responsible for supporting cross-departmental issues and involving external stakeholders as it relates to all six of the Strategic Outcomes. For more information, visit [Austin Strategic Direction 2023](#).

THE LIBRARIES DEPARTMENT

Austin Public Library Vision Statement

The Austin Public Library is key to making Austin a dynamic creative center and the most livable city in the country.

Austin Public Library Commitment

The Austin Public Library is committed to providing easy access to books and information for all ages, through responsive professionals, engaging programs and state-of-the-art technology in a safe and friendly environment.

Austin Public Library Equity Commitment

The Austin Public Library will assure that all members of the Austin community have equal access to Library services and programs.

Austin Public Library Diversity Commitment

The Austin Public Library values diversity and is dedicated to celebrating an organizational culture that respects, understands, honors and welcomes all members of the staff and community.



THE POSITION

Under the direction of the Director of Libraries, this position is accountable for the effective delivery of public library services to the residents of the City of Austin, ensuring the efficient management, operation, and strategic alignment of all Public Services Divisions. These divisions include Central Library Services, Branch Library Services, Cataloging & Collection Management, the Office of Programs and Partnerships, and the Austin History Center. The Assistant Director of Public Services works with the Director in planning, administering, and evaluating all Library resources and services.

HIGHLIGHTS

With 443 full time employees and a budget of \$52.1 million, the Austin Public Library meets the needs of the community across 22 locations and services a 3,278 square mile radius. The APL is committed to helping bridge the digital divide by offering public computers, Wi-Fi, computer and technology classes, device checkout, printing, photocopying, and scanning. With 140 public use PC and Mac computers, the APL's 697,000 cardholders have access to the technology necessary. In addition to desktop computers, there are also 150 self-check electronic devices such as laptops and iPads, and 50 large screens for displaying electronic information.

The Austin Central Public Library has welcomed over 2.4 million visitors since opening in October 2017. With six floors and 200,000 square feet, APL also has 14 Shared Learning Rooms that can be accessed for classes, workshops, and meetings. Additionally, APL is proud to have diverted more than 250 cubic tons of materials from landfills by selling and recycling materials withdrawn from and donated to the library from APL's Bookstore Recycled Reads program.

The APL also offers a Computer, Career, & Business Center at the Carver Branch. The branch houses a collection of print, electronic, and programming resources to support a large spectrum of career, creativity, and business development needs.

APL'S SIX PRIORITIES

- Literacy
- Workforce and Economic Development
- STEM and Technology Access
- Equity, Diversity and Inclusion
- Community Engagement and Outreach
- Staff Development



THE IDEAL CANDIDATE

- Excellent leadership and management skills, including a successful track record of managing library services through significant change. Must be familiar with current professional trends and issues in public library services and management.
- Demonstrated experience in recruiting, developing and mentoring a diverse staff that reflects the communities served by APL and experience removing barriers to advancement for people of color and other marginalized groups.
- Demonstrated experience developing supervision and management expectations. Ability to both formally and informally coach direct reports and other staff within the library system.
- Excellent written and verbal communication skills, including written and formal communications, presentation skills, skill with group and team dynamics, and the ability to motivate, persuade and negotiate with diverse individuals and groups.
- Demonstrated experience in equity analysis of library programs and services and an understanding of race and social equity issues. Ability to apply this analysis to affect change in program and service deliverables from an equity perspective.
- Knowledge and experience communicating the Library's intellectual freedom role to patrons, partners, stakeholders, and staff. Ability to recognize, communicate and lead staff through the inherent tension between upholding intellectual freedom principles while working towards the elimination of institutionalized racial and social inequities.
- Knowledge of and experience with principles and methods of organizational administration, including staffing administration, budgeting analysis, communications and records management. Ability to apply such principles, policies and procedures in the performance of job duties.
- Knowledge and understanding of personnel and labor relations principles, policies and procedures.
- Knowledge of organizational theory and various leadership models. Demonstrated experience of innovation in library programs and services and experience with change management, project management and distributive leadership models.
- Knowledge of and experience in implementing, providing and evaluating a broad range of library services such as reference, information, reader's advisory, outreach and engagement, and program and service design. Ability to assess and recommend new and improved policies, processes and procedures relating to these functional areas.
- General knowledge of collection development, analysis and maintenance.



QUALIFICATIONS

Graduation with a Master's degree from an American Library Association (ALA) accredited college or university, plus six (6) years of progressively responsible experience in the library field, including four (4) years of experience in an upper management capacity.

DUTIES, FUNCTIONS AND RESPONSIBILITIES

Programs and Organizational Development: Continually assess the public's needs and interests, and work collaboratively with administration, managers, staff, external stakeholders and the community to develop responsive program and service strategies of the future that meet traditional and non-traditional use patterns in new and innovative ways. Work in conjunction with other city departments, the community and external stakeholders in creating an organization free of institutional racism.

Staff Development and Administration: Develop and implement staffing models and plans to support service goals. Provide general staffing administration and support managers in the coordination and supervision of staff. Participate in and/or support the recruitment, selection, and onboarding of new staff members. Engage in teambuilding and model and develop the competencies of managers and staff. Monitor and track staffing activities and maintain needed systems and records. Develop, coach, and support the mentoring and professional development of Public Services direct reports and Public Services staff. Develop staffing budgets, reports and studies as needed. Coordinate staffing activities and development with Human Resources, Library Administration, managers, and other stakeholders. Coordinate unit and individual work plans with overall divisional priorities and objectives. Plan for and develop regular status reports. Conduct analytical studies and develop narrative materials. Assist the Director with annual and long-range planning, including setting goals and recommending strategies.

Operations and Resource Management: In collaboration with the Innovation and Improvement Manager, evaluate and continually improve systems for the management of essential operations, analyzing resource needs, and directing staff effectively to support Library objectives. Maintain a continual practice of process improvements to gain efficiencies in work processes. Develop and maintain a collaborative process that seeks input from affected stakeholders such as frontline staff and cross divisional peers. Assist with developing operations, staffing, project and other budgets and coordinating them with overall division budgets. Monitor expenditures and develop financial reports and studies in collaboration with the Finance team.

Relationship Management: Maintain and enhance relationship with library staff and library stakeholders. Participate in community activities, collaborate internally to identify and build on collaborative opportunities, establish, support and maintain relations with community partners and stakeholders, and support managers and staff in responding to public concerns and interests.

Policy Development: Recommend and participate in the development of Library policies, guidelines, and procedures. Stay abreast of changes in the library profession that will support the service delivery changes proposed by the Library. Seek out best practices of other library systems, as appropriate, and analyze their potential application at the library.

COMPENSATION AND BENEFITS

Salary is commensurate based on qualifications. The benefits package includes medical, dental and vision coverage, life insurance, compensated leave, short-term disability, and retirement benefits. The City is a member of the Proportionate Retirement Program. Optional benefits include supplemental life insurance, a 457 deferred compensation plan, long-term disability plan, and a legal plan. Visit austintexas.gov/department/active-employee-benefits to learn more about the City's employee benefits. Reasonable relocation benefits will be provided to the successful candidate.



APPLICATION AND SELECTION PROCEDURE

To ensure consideration, candidates should apply by **March 8, 2020**. To apply, candidates must complete an online application. [Click here to be directed to the online posting](#). Interested candidates should apply early in the process for optimum consideration.

For more information on this position, candidates may contact:

Thomas Birdwell

Thomas.Birdwell@austintexas.gov

512-974-3551

Information submitted for consideration may be made available to the public in compliance with the Texas Open Records Act.

The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. For assistance please contact 512-974-3210 or Relay Texas 7-1-1.

