



City of Phoenix

Employment Opportunity *Deputy Library Director*

www.phoenix.gov/jobs

ABOUT THIS POSITION

Phoenix Public Library is nationally recognized for its award-winning architecture, innovative services, and a diverse and talented staff. Come join our progressive leadership team and be a key player in a large urban library system in the 6th largest city in the U.S. Phoenix has an ideal climate with more than 300 days of sunshine, a wide range of recreational opportunities, and a vibrant downtown with arts, culture, and professional sports opportunities.

Phoenix Public Library serves a diverse multi-ethnic clientele of over 1.5 million, with a central library and 16 branches. The library offers collections in multiple languages, a full range of cutting edge electronic resources and customer focused public services. Phoenix Public Library seeks an experienced and effective leader to direct the operations of the ***Information Technology and Digital Initiatives*** division. This position has full responsibility to administer the operations of a major library division, and help to define and articulate the vision, strategic directions and priorities for their division and the library system. Incumbent serves as a member of Library Administration to plan, develop, and implement innovative, community-oriented library services for which Phoenix is known and works under the general direction of the City Librarian.

RECRUITMENT DATES

Recruitment may close when we have received a sufficient number of qualified applications.

SALARY

\$72,530- \$114,319 annually. Appointment can be made above the minimum depending upon qualifications. Generous benefit package available.

JOB REQUIREMENTS

- Master's degree in Library Science from an American Library Association accredited institution and four years of experience supervising professional-level staff at a multi-branch library or a major library division, including authority for personnel and budget administration.

PREFERRED QUALIFICATIONS:

- Experience in a large public library system serving a diverse population.
- Successful candidates will possess vision, passion, and a thorough understanding of digital service delivery in the 21st century how libraries can assist the community in developing 21st century skills.
- Experience in implementing and managing online library systems and discovery systems; developing web services and digital collections; and implementing technologies that enhance operational effectiveness and access to library resources.
- Ability to maintain effective partnerships and work collaboratively to plan, coordinate, and implement effective digital and technology projects.

AA/EEO/D Employer - 135 N 2nd Ave, Phoenix, AZ 85003 Job Line: (602) 534 – JOBS (5627)

This publication can be provided in an alternative format upon request.

Call: (602) 495-5703 Fax (602) 495-5498 TTY: (602) 261-8687



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- The ability to exercise initiative to motivate employees and inspire excellent customer service.
- The ability to continuously improve operations, services and programs, and lead the system in achieving strategic goals.

HOW TO APPLY

Apply online by completing the required information and attaching your cover letter and resume. YOUR COVER LETTER AND RESUME, PLUS ANY OTHER REQUESTED MATERIAL, MUST BE IN ONE ATTACHMENT. Please include your experience as it relates to the qualifications stated above. In your cover letter or resume, please provide a thorough description of each position held and the number and level of staff you supervised, the size of the operating budget, and the size and demographic of the population you served under each position mentioned.

Also, during the online application process, please be advised that you will need to provide responses to the following open-ended questions (the system allows copying/pasting into the answer fields):

- List related job titles and employers of current/previous jobs.
- Based on your most recent, relevant position, indicate the number of locations in the library system and the population served.
- Indicate the total number of employees, the FTE (Full Time Equivalents), and the number of professional staff you supervised.
- Indicated the size of operating budgets you have managed on an ongoing basis.

IT/Digital Initiatives -

- In 100 words or less, please describe the integrated online library systems you have managed, the number of years for each, and your role.
- In 100 words or less, for the above systems, describe the nature of the library network and infrastructure deployed to deliver library services.
- In approx. 100 words or less, please describe your experience developing and implementing web services and mobile applications.
- In approx. 100 words or less, please describe your experience developing and managing digital collections.
- In approx. 100 words or less, please describe service initiatives you implemented that enabled the staff and the community to develop 21st century skills.

Only online applications are accepted for this position. The results of the resume screening process will be sent to your primary email address.

[Apply Here](#)

WHAT YOU NEED TO KNOW

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- For other important information related to employment with the City of Phoenix, please visit: http://phoenix.gov/webcms/groups/internet/@inter/@dept/@hr/documents/web_content/info.pdf
- If you need assistance applying for this job, please contact our HR Center at (602) 262-6277.

REFERENCE

Library Services Administrator, Job Code 30260, ID 7593, 11/5/2012, KP, Benefits Code: Mid Mgr

City of Phoenix employees demonstrate superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.