

Title: Assistant Director of Public Services

Reports to: Executive Director

FLSA: Exempt

Hours: 40 hours per week

Schedule: Daytime and evening hours, Saturday rotation.

Compensation: \$47,000-\$52,000 Annual depending on education & experience

Benefits: Paid Time Off, Health and Dental Insurance, Flexible Spending Plan, Paid Holidays, KPERS (Kansas Public Employees Retirement System) Enrollment, Optional Aflac Coverage

Community Profile: Dodge City is in Ford County in Southwest Kansas and is home to the Boot Hill Museum, Depot Theatre Company, Carnegie Arts Center. Dodge City is a highly diverse community of just over 27,000 people, with 62% being Latino or Hispanic in the 2020 Census. Every summer we host several days of PRCA Rodeo as part of Dodge City Days and Dodge City is a tourist destination for old West fans of Gunsmoke, Wyatt Earp, and Boot Hill.

We welcome applications from candidates with diverse backgrounds and historically underrepresented groups. We are an Equal Opportunity Employer.

Job Summary: Working closely with the Executive Director, this position assists with day-to-day operations and acts as head administrator in the absence of the Executive Director. This position will provide guidance to department heads in areas of responsibility and assist in the development and execution of policies and procedures. The position may also assist in collection development in areas of experience.

Library Competencies for all employees:

- Provide excellent customer service to people of all ages and backgrounds
- Show commitment to customer satisfaction
- Develop and maintain positive relationships with internal and external customers
- Represent the library in a positive and ethical manner
- Show a capacity for grasping concepts and asking questions to gain further understanding
- Communicate effectively orally and in writing
- Effectively use computer/technology skills for the position
- Cross-train in other areas of the library as appropriate
- Work cooperatively with supervisors and co-workers
- Comply with library policies and procedures
- Comply with safety and security standards; keep the workplace safe and clean
- Show flexibility and adaptability

Staff Supervised

- Kansas Heritage Center Archives Librarian 1 FTE
- Programming & Outreach Coordinator 1 FTE
- Customer Service Supervisor 1 FTE

Department Detail: Kansas Heritage Center

- The Kansas Heritage Center consists of 3-4 employees including professional and paraprofessional staff and serves as a resource center for Western Kansas History, including the Old West. Some microfilms have been

digitized, but work remains to make other parts of the collection accessible through digitization, finding aids and more.

Department Detail: Programming & Outreach

- Our Programming and Outreach Department consists of 1 Programming & Outreach Librarian, a Children's Programming Coordinator, and a Bilingual Services Specialist.
- In 2022, the community of Dodge City will be celebrating several milestones, including the 150th Anniversary of the founding of Dodge City, the 75th Anniversary of the Boot Hill Museum, the 115th Anniversary of the Founding of Dodge City Public Library, as well as 40 years in our current location.
- We have made efforts recently to increase participation in community events, including the Main Street Festival in June, Dodge City Days in July, and the International Festival in September, as well as Farmer's Market, and other small events.

Department Detail: Customer Service

- Our Customer Service Department includes 1 Full Time Customer Service Supervisor, 2 Full time Library Assistants and 5 Part time Library Assistants.
- Library staff, including Customer Service staff, cover 2 main service points located on each level of our building and handle daily circulation-related tasks. We also have 2 auxiliary service points located in the Teen Area, and the Kansas Heritage Center.

Public Services Functions

- Coordinate Scheduling of staff and approval of time off requests, trades, and other schedule adjustments.
- Manage meeting room Calendar Booking software (LibCal), and answer questions related to booking meetings rooms, enforcing current policies for meeting room use.
- Assist in the development of policies and procedures as it relates to public services tasks and functions and assist with policy enforcement.
- Manage Desk Schedules in the absence of the Customer Service Supervisor.
- Occasional Shifts on Public Service Desks as needed.

Administrative Functions

- Enforce library and departmental policies and procedures.
- Inform staff of situations, problems, and opportunities as they arise.
- Assist in the interviewing, selection, and training of Library Staff.
- Supervise, train, assign duties, schedule, coach, counsel and evaluate assigned staff.
- Ensure all employee issues and concerns are addressed in a timely manner, encourage involvement from all staff and foster a positive team environment.
- Assist with budget planning and manage budget for areas of responsibility.
- Contributes to long-term planning for the library.
- Keep statistics and prepare reports or presentations as needed.
- Verify timesheets for staff supervised and assist with payroll processing in absence of Executive Director. Manage and approve time-off requests.
- Serve as Primary Administrator in the absence of the Executive Director.

Public Relations Functions

- Assist with posting content to the website and social media accounts.

- Attend key functions as a representative of the library
- Attend City meetings as needed or directed to advocate for the library.
- Participate in professional organizations on a local, state, and national level as directed.

Additional Duties

- Oversee and perform daily tasks, ex. straightening shelves, shelving materials, and circulating materials.
- Attend workshops or training as needed.
- Attend and participate in DCPL staff and committee meetings as appropriate.
- Create partnerships and awareness through engagement in various sectors of the community.
- Other duties as assigned by the director.

Knowledge, Skills, and Abilities

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of Library service trends
- Knowledge of Library operations
- Skill in management of employees, including conflict resolution and coaching
- Skill in oral and written communication including presentation.
- Skill in using computers and related software, including use of Office 365, Microsoft Teams, Integrated Library Systems, and basic troubleshooting skills.
- Skill in prioritizing work assignments.
- Skill in establishing and maintaining effective relationships with employees and the public.
- Ability to work with and serve people of diverse backgrounds.
- Ability to provide exceptional customer service to people of all ages and backgrounds.

Preferred Qualifications

- Experience creating, planning, and implementing community events to engage the community.
- Bilingual in English/Spanish preferred.

Job Open: 12/16/2021 until filled

Company Website: www.dcpl.info

How To Apply: Complete Online Employment Application via website, submit resume, and cover letter via email to Lori Juhlin, Executive Director to lorij@dcpl.info. Incomplete application packages will not be considered.

Minimum Qualifications:

Education and/or Equivalent Experience:

- Master's Degree in Library Science from an ALA-accredited institution strongly preferred, or completion within 1 year of employment. Bachelor's degree in education, literature, management, business, human resources, or other relevant degrees required.
- 3-5 years progressively responsible experience working in a library, with at least one year in a supervisory position.
- Must have a valid driver's license.