

Deputy Director

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| Direct Supervisor | Library Director |
| Department | Mead Public Library |
| Version Date | September 2025 |
| Salary Grade | 16 |
| FLSA Status | Exempt, Not Represented |



Department and Position Summary:

The Mead Public Library provides quality services, resources, and lifelong learning opportunities to meet the needs and interests of our diverse community. The function of the Mead Public Library is to serve our customers in a way that establishes a relationship of mutual gratitude – our gratitude for our customers’ patronage, and our customers’ gratitude for the quality and value they receive.

The Deputy Director provides strategic and functional oversight of library public services and coordination of the day-to-day operations of the library and personnel. The Deputy Director serves as acting Library Director in the absence of the Director. The position participates in the Leadership Team including planning, high-level decision making, leadership and mentoring to professional employees and is responsible for maintaining service standards as established by the Library Director and Board of Trustees. All duties are performed in a patron-centered environment, making certain that services are delivered effectively, efficiently, and professionally to all users of the Mead Public Library. Work is performed under the direction of the Library Director.

Essential Responsibilities:

- Works closely in a leadership team to improve the overall value, effectiveness and efficiency of all library resources and services.
- Leads and works in teams to identify, evaluate, and find creative solutions for problems in need of resolution; evaluate, develop, and improve services, policy, goals and objectives, routines, service satisfaction, workplace environment, and financial results.
- Responsible for encouraging the growth and success of the library’s event programming.
- Measures, monitors and improves organizational processes and work routines to improve value, efficiency, effectiveness, and customer satisfaction/loyalty.
- Participates in leadership, administration, special project, and strategic meetings; represents library at external events; initiates outreach and external partnership activities; attends meetings and participates in committees and/or organizations that further the library's mission and goals.
- Prepares job descriptions, performance appraisals, and employee training and development plans; coaches and mentors both individual employees and work teams to exceed expectations.
- Coordinates staff scheduling at each public service point.
- Develops and monitors current and future budgets of the library system, with appropriate input and collaboration with direct reports and Library Leadership.

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- Gathers data and monitors progress and trends related to the organization's strategic initiatives.
- Develops and oversees grant fund proposals and disbursements.
- Engages with the larger library and information profession through routine and consistent professional development in the form of conferences, workshops, classes, and publications.
- Keeps informed of current library trends and services and management practices with an eye toward bringing innovative ideas to Mead Public Library.
- Upholds the American Library Association's Library Bill of Rights and Freedom to Read Statement
- Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with City's emergency plan.
- Serves as acting Library Director in the absence of the Director.

Education & Experience:

- Master's degree in Library Sciences from an ALA accredited program.
- Minimum of five years of related work experience, with three years of supervisory and people or project management experience required.
- Possession and maintenance of a valid driver's license required.

Qualifications & Skills:

- Valuing Diversity: Manages relationships with all kinds of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.
- Customer Focus: Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.
- Ethics, Values and Judgement: Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.
- Professional and Technical Knowledge: Demonstrates proficiency in professional and technical skills and/or knowledge in position related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.
- Coaching and Counseling: Facilitates the development of other's knowledge, abilities, and skills to fulfill job and role responsibilities more effectively. Provides timely feedback, guidance, and encouragement to help others achieve better performance and goals; builds confidence of others.
- Managerial Courage: Tactfully provides direct and actionable feedback in a timely manner, is open and direct but not intimidating; deals head-on with people and problems even in the most difficult situations.
- Organizing and Planning: Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.
- Communicates Effectively: Conveys ideas/information in a way that is clear, engaging and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately.

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Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment background check.

Work Environment:

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Sitting, standing, walking, climbing and stooping
- Bending, twisting and reaching
- Frequent communication; use of the telephone, reacting to alarms and call buttons, navigating multiple distractions
- Lifting and carrying: 30 pounds or less
- Handling: processing, picking up and shelving library materials
- Travel to meetings outside the library

Acknowledgement:

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

Employee

Date

Department Head

Date

Human Resources Director

Date

City Administrator

Date