

Dallas Public Library
Assistant Director II of Operations

The Dallas Public Library serves a population of 1.2 million citizens and consists of the J. Erik Jonsson Central Library, 27 branch libraries, 2 Bookmobiles and Bookmarks @ NorthPark Center. The Library has an operating budget of \$30.5 million and employs 415 full-time and part-time employees. In FY 2015 the Library served 7 million visitors and checked out 10.5 million materials, including books, audiobooks, DVDs, databases and e-books. The Library provides a variety of services in addition to the collections, including literacy services, such as GED/ESL and computer literacy, youth services, including the Mayor's Summer Reading Club and Express Yourself! Youth Poetry competition and adult programming. The Assistant Director will provide administrative and daily operational direction for the Library Department as it relates to the department's annual budget, business office, facilities, delivery services and ISO & OHSAS certifications for the entire system.

Qualified applicants must have a Master's degree in Business Administration, Public Administration or Library and Information Science.

Responsibilities include providing executive management of capital projects and the business office, financial and budgetary oversight for the department and daily operations review including security and custodial contracts in cooperation with the Equipment and Building Services Department (EBS). This position is responsible for quality control of all library properties and buildings and will facilitate, as well as uphold contracts with the Purchasing department. Oversight of asset management, fleet coordination and materials delivery to 28 library locations are included in the position's portfolio. The person in this position will ensure that all essential functions within the Operations division of the Library department are sustained at the highest level of efficiency and effectiveness and will provide administrative direction for staff in the absence of the Director.

Salary range is \$88,006-\$148,154 annually; the City provides an excellent management benefits package. Position is open until filled.

APPLICATION PROCESS:

Interested qualified candidates must submit an application online via NeoGov at:

www.governmentjobs.com/careers/dallas

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The City of Dallas is an Equal Opportunity Employer; women and minorities are encouraged to apply.

PURSUANT TO TEXAS OPEN RECORDS LAW, APPLICATIONS AND RESUMES MAY BE SUBJECT TO PUBLIC DISCLOSURE.