



MARICOPA COUNTY
 invites applications for the position of:
Library Administrator

An Equal Opportunity Employer

OPENING DATE: 04/29/21

CLOSING DATE: 05/12/21 11:59 PM

DEPARTMENT: Library District

JOB TYPE: Unclassified/Full-Time

LOCATION: Maricopa County, Arizona

SALARY: \$81,952.00 - \$121,388.80 Annually

POSITION OVERVIEW:



About the Position

If you aspire to connect with our diverse residents, consider applying to become our Library Administrator!

As the Library Administrator, you will serve as a member of the library's management team, working towards developing and implementing all branch operations for the district's eighteen libraries. We will count on you to partner with district departments to ensure consistency of resources for frontline staff.

Our staff celebrates our core values to inspire curiosity in our customers; to provide access; to listen; to deliver excellent customer experiences; to embrace change. Come make a difference! Apply now!

About the Library District

Do you want to champion the freedom to read and access information?

At the Maricopa County Library District, we are continuously working to support the changing needs of our diverse and connected community for all of Maricopa County. Our mission is to provide access to technology, digital services, and information to improve our residents' quality of life.

Choose a job with a purpose. Choose the Maricopa County Library District.

POSITION QUALIFICATIONS:

We recognize your time is valuable, so please apply if you meet the following required

qualifications.

Education

- Master's degree in Library Science from an American Library Association (ALA) accredited school

Experience

- Five (5) years of professional library experience, which includes three (3) years of supervisory experience

OR

- A combination of post-secondary education and/or job-related experience may substitute for the minimum qualifications on a year-for-year basis.

Other Requirements

- Must possess or have the ability to obtain an Arizona driver's license by the time of hire

Our Preferred Candidate has

- Supervisory experience in a public library setting
- Experience using Polaris or a similar content management system
- Experience in a public library system that serves multiple branch locations

ESSENTIAL JOB TASKS:

The tasks listed are a representation and not an all-inclusive list of essential job tasks for this position.

- Oversees the overall operations of all branch libraries to meet community and district needs
- Oversees and coordinates the work of the Region Managers, including developing and monitoring budgets, performance evaluations, and managing library policies
- Works closely with Region Managers, Library Managers, and Supervisors to ensure appropriate staffing; interviews, hires, trains, supervises, and evaluates direct reports; may assist in the interviewing, hiring, training, and evaluating of other frontline customer service staff
- Travels to branch libraries regularly, ensuring knowledge of each operation and the needs of each unique community
- Addresses customer comments, concerns, and complaints within areas of responsibility
- Collaborates with Maricopa County departments to improve internal customer service and ensures district policies are aligned with County values
- Gathers and analyzes data for various internal and external reports concerning in-library use and activity; makes recommendations regarding resource allocation or service modifications based on data analysis
- Collaborates with all district departments and outside agencies to develop priorities that reflect the mission and vision of the district
- Participates in planning for new library openings, remodeling, and upgrading of existing facilities; serves on various district committees as needed
- Stays current on and follows all applicable Maricopa County Library District guidelines, policies, and procedures affecting this position; responds to workplace situations as appropriate within designated level and scope of authority
- Promotes our mission to provide access and services so residents' experience and improved quality of life
- Aspires to meet the changing needs of our diverse and connected residents

Working Conditions

This position works in an office environment. Requires travel to and from job-related locations during a scheduled workday, subject to County policies regarding the use of County vehicles or private vehicles used on County business. May require working evenings and weekends.

SELECTION PROCEDURE:

The Maricopa County Human Resources Department reserves the right to admit to the selection process only those candidates considered to be the most highly qualified. Those selected will be assessed based on the evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by Human Resources.

All offers of employment made to new hires and rehires at Maricopa County are contingent upon successful completion of a post-offer, pre-employment thorough background investigation. A background investigation is conducted on a current employee who changes to a Safety Sensitive Position or one having the potential for serious adverse impact on the integrity or efficiency of the County. These requirements do not pertain to employees of elected officials who undergo background investigation processes administered through their respective offices.

Typically, successful candidates are hired at a salary rate up to the midpoint of the range, based on relevant experience, internal equity, and budgetary allowances.

Maricopa County is an EEO/ADA Reasonable Accommodation Employer.

APPLICATIONS MAY ONLY BE FILED ONLINE AT:

<https://jobs.maricopa.gov>

Job #650LDLAPQ042921
LIBRARY ADMINISTRATOR
AM

OUR OFFICE IS LOCATED AT:

301 W Jefferson

Suite 200

Phoenix, AZ 85003

602-506-3755 (staffed Mon-Fri, 8am – 5pm MST, excluding holidays)

hrfeedback@mail.maricopa.gov

It is the policy of Maricopa County not to discriminate in employment or the provision of services. Maricopa County is an Equal Opportunity Employer. We provide reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Auxiliary aids and services are available upon request to individuals with disabilities.
