



Board of County Commissioners, Broward County, Florida
 Finance and Administrative Services Department
DIVISION OF HUMAN RESOURCES
BROWARD COUNTY
Job Description

The role of a Job Description is to define for the employee the **specific** responsibilities, requirements and work environment for their particular position. Please complete all applicable fields. Use the buttons to add rows.

Classification Title:

Working Title:

BPN:

I. Primary Responsibilities and Certifications/Licensure Requirements

These are key responsibilities and any special required certifications/licensures in addition to those listed in the Classification Description. (Information that would be included in the posting)

Broward County Board of County Commissioners is seeking an energetic, strategic leader with the ability to deliver results, an exceptional collaborator, and an innovator to serve as Assistant Director of Libraries.

Broward County Libraries Division, named 2015 Library of the Year by the Florida Library Association, was founded in 1974 and is the largest library system in Florida by square footage and one of the busiest, with more than 7.5 million walk-in customers visiting its 38 locations annually.

The purpose of this position is to assist the Libraries Division Director in the administration and supervision of the public service operations for the library, including policy development, efficient use of resources, planning and organization of service delivery, development of administrative procedures, and in motivating staff to achieve new goals and strategic imperatives. Additionally, this position will guide projects from concept to implementation and evaluation, and lead the delivery of system-wide programs and services in the areas of Community Engagement, Main Library, African-American Research Library and Cultural Center, along with Regional and Branch Library locations. The Assistant Director will establish high standards of public service, including evaluating the effectiveness of system-wide programs, services, and events.

The ideal candidate for this position must:

- Clearly demonstrate excellent leadership skills and a depth of experience in libraries management and administration, strategic planning, community partnerships, and collaboration;
- Clearly demonstrate a collaborative, team-oriented leadership style, embracing employee participation at all levels of the organization;
- Actively seek out community participation and engagement, with an openness to new ideas, and foster the development of community partnerships;
- Have a strong commitment to continuous improvement and best practices;
- Work in partnership with the Leadership Team to fulfill the Library’s strategic plan by providing direction, oversight, management, and innovation efforts for essential Library programs and services;
- Lead efforts to create excellent and engaging patron experiences through smart service design and delivery;
- Be flexible, adaptable, and creative, embracing and driving effective change initiatives;
- Be intellectually engaging with strong interpersonal, communication, and advocacy skills; and
- Influence others, negotiate successful resolutions, and engage in effective problem-solving.

Minimum Education and Experience Requirements:
 Requires a Master’s degree from a college or university accredited by the American Library Association in Library Science, Library and Information Science, or a closely related field.

Requires six (6) years of progressively responsible experience supervising the operations of a large library system or multiple locations, including four (4) years of supervisory experience.

Preferences: See Below

II. Additional Preferences

These are preferences for the specific BPN. If a candidate does not possess these qualifications, they will not be disqualified from the recruitment process. However, they will not rate as high as candidates that do possess these qualifications.

Preferences

Additional Education/Licenses/Certifications/Experience/Skills - Insert one per row.

Master's Degree in Public Administration; Education; Information Technology; Business Administration, or other related field	<input type="checkbox"/>	<input type="checkbox"/>
Seven (7) years Experience in Project Management	<input type="checkbox"/>	<input type="checkbox"/>
Seven (7) years Experience in Strategic Planning	<input type="checkbox"/>	<input type="checkbox"/>
Seven (7) years Experience in policy/procedure development & implementation	<input type="checkbox"/>	<input type="checkbox"/>
Seven (7) years Experience in reviewing grant proposals and administration	<input type="checkbox"/>	<input type="checkbox"/>
Seven (7) years Experience in personnel management	<input type="checkbox"/>	<input type="checkbox"/>
Six (6) years Experience in government procurement including developing scope of work, reviewing requests for quotes (RFQ), requests for proposals, vendor evaluations	<input type="checkbox"/>	<input type="checkbox"/>
Six (6) years experience in partnership development and collaboration with educational institutions and private sector	<input type="checkbox"/>	<input type="checkbox"/>
Five (5) years private sector experience in related industries (library vendors, bookstores, academic libraries, education)	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

III. Work Environment

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


<p>KEY: Frequency Definitions</p> <p>Occasional = 1 – 33% of day</p> <p>Frequent = 34 – 66% of day</p> <p>Continuous = 67 – 100% of day</p>	<p>KEY: Essential vs. Non-essential Definition</p> <p>Essential Job Functions – Duties that must be performed in order to accomplish the purpose or goal of the job.</p> <p>Non-essential Job Functions – Duties that employee in position usually performs but which are not essential to purpose or goal of job; duties that could be performed by other employees if needed.</p>
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INSTRUCTIONS – Please check the frequency a task is performed based upon the percentage break down listed above, **AND** check the **ESSENTIAL** box if it meets the definition of an essential duty as defined above. Check N/A for duties that are not applicable to the job.

Note: Please provide additional details regarding all duties identified as essential in the "Additional Comments" box.

Weight Demands	N/A	Occasional 1 – 33%	Frequent 34 – 66%	Continuous 67 – 100%	Essential
Carrying – 1-25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carrying – 25 - 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying – 50+ lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Weight Demands	N/A	Occasional 1 – 33%	Frequent 34 – 66%	Continuous 67 – 100%	Essential
Lifting – 1 - 25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting – 25 - 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting – 50+ lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling – 1-25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/Pulling – 25 - 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/Pulling – 50+ lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sliding/Transferring – 1 - 25 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sliding/Transferring – 25 - 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sliding/Transferring – 50+ lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional weight demands not listed.		N/A	Occasional 1 – 33%	Frequent 34 – 66%	Continuous 67 – 100%	Essential
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional comments about essential weight demands.

Physical Demands	N/A	Occasional 1 – 33%	Frequent 34 – 66%	Continuous 67 – 100%	Essential
Balancing/Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crouching/Crawling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Driving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling/Touching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Viewing – Ability to Distinguish Colors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Viewing – Depth Perception	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Viewing – Far Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Viewing – Near Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Squatting/Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>


Physical Demands	N/A	Occasional 1 – 33%	Frequent 34 – 66%	Continuous 67 – 100%	Essential
Stooping/Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Turning/Twisting/Leaning	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Typing/Data Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use of Fingers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Use of Hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Use of Legs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Additional physical demands not listed.	N/A	Occasional 1 – 33%	Frequent 34 – 66%	Continuous 67 – 100%	Essential
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional comments about essential physical demands.

Mental Demands	N/A	Occasional 1 – 33%	Frequent 34 – 66%	Continuous 67 – 100%	Essential
Calculating	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Compiling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Communicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Decision Making	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Explaining	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interpreting Data	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Investigating	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Measuring	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


Mental Demands	N/A	Occasional 1 – 33%	Frequent 34 – 66%	Continuous 67 – 100%	Essential
Supervising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Additional mental demands not listed.	N/A	Occasional 1 – 33%	Frequent 34 – 66%	Continuous 67 – 100%	Essential
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional comments about essential mental demands.


Working Conditions	N/A	Occasional 1 – 33%	Frequent 34 – 66%	Continuous 67 – 100%	Essential
Cold Temperatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined Areas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dust/Pollution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to Computer Screens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to Rain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to Sun	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands in Water	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hazardous Working Conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High Temperatures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Humidity/Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Indoor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Loud Noises	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Moving Machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Slippery or Uneven Walking Surfaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Steps, Ramps or Stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working around Moving Objects or Vehicles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Additional working conditions not listed.	N/A	Occasional 1 – 33%	Frequent 34 – 66%	Continuous 67 – 100%	Essential
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional working conditions not listed.		N/A	Occasional 1 – 33%	Frequent 34 – 66%	Continuous 67 – 100%	Essential
		✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional comments about essential working conditions.

Equipment Use	N/A	Occasional 1 – 33%	Frequent 34 – 66%	Continuous 67 – 100%	Essential
Boat	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input checked="" type="checkbox"/>
Copier	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crane	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fax	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Motor Vehicle	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tractor	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck (List specific type in section below.)	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional equipment not listed.		N/A	Occasional 1 – 33%	Frequent 34 – 66%	Continuous 67 – 100%	Essential
Book Cart		<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional comments about essential equipment usage.

IV. Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all the essential functions for this position with or without reasonable accommodations.

All Broward County employees must serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward County's Employee Code of Ethics, gift, and conflict of interest policies.

All Broward County employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, familial status, sexual orientation, pregnancy, or gender identity and expression.

Be advised that during emergency conditions, all County employees are automatically considered emergency service workers. County employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.

Employee Name	Employee Signature	Date