



Position: Deputy Director

Reports to: Director

Job Summary

The Deputy Director is responsible for assisting the Director in planning, organizing, supervising, developing, and administering all services, personnel, operations, and programs. In the Director's absence, the Deputy Director assumes the Director's duties. Assists the Director in evaluating and assessing overall departmental functions and implementing new service objectives and programs. Supervises the regional administrative team and centralized managers, and coordinates support for decentralized libraries.

Essential Functions

I. Operational Oversight & Administration

- Supervises and coordinates daily operations and functions of the regional library system, ensuring adherence to established policies and procedures.
- Evaluates departmental activities and needs, serving as an administrative liaison to the Director to optimize workflow.
- Assists in the administration of all regional library services and programs, providing support, mentorship, and monitoring to the regional administrative team.
- Formulates goals, policies, objectives, plans, and procedures for public library services.
- Directs or prepares studies and reports to support recommendations for policy changes or procedural improvements.
- Prepares the system-wide annual report and analyzes data to support system goals and objectives.
- Collaborates with the Director on budget preparation and management.
- Assists the Director with activities and meeting preparation for the Regional Board of Trustees and county and city advisory boards.
- Supports the regional team with financial processes and internal controls.
- Coordinates the development and implementation of regional strategic planning processes.
- Manages regional project activities, including grant administration and reporting.
- Oversees special projects and performs other duties as assigned by the Director.

II. Community Engagement & Professional Development

- Acts as a community liaison to promote public library services and programs through

public presentations.

- Represents the library system at community, funding agency, and professional meetings.
- Stays current with library trends, issues, technology, and relevant political, economic, and demographic factors.
- Maintains active membership in appropriate regional, state, and national library organizations.

Knowledge, Skills, and Abilities

- **Extensive Knowledge:** Professional public library principles, practices, functions, methods, and administration; financial reports, budgets, procurement, and related business activities.
- **Leadership & Management Skills:** Ability to establish efficient, realistic plans aligned with the library system's mission and long/short-range goals; demonstrated supervisory, decision-making, leadership, team-building, and strategic skills; ability to set priorities, coordinate multiple ventures, and guide projects to completion.
- **Communication & Interpersonal Skills:** Proficient in verbal and written communication; intuitive ability to listen carefully and openly; capacity to interact positively and effectively with staff and the general public.
- **Work Ethic & Adaptability:** Performs duties with minimum supervision; works collaboratively in a team environment; demonstrates professional standards, good judgment, dependability, and timeliness; adapts to multiple demands and changing priorities; embraces change.
- **Instruction & Technological Proficiency:** Ability to present ideas and provide instruction; proficient with teaching and various forms of technology.

Job Requirements

Master's degree in Library Science from a school accredited by the American Library Association. Must possess a current State of Georgia Librarian Certification. Must have a minimum of 5 years of public library or similar management/administrative experience. Experience with personnel management. PINES and budget management experience are a plus. Must have the ability to work accurately and with great attention to detail. Excellent communication skills. Must be able to bend, stoop, reach, lift, and carry 35 pounds, and push loaded carts without assistance.

Supervisory Duties

Direct supervision of three members of the regional administrative team and six centralized managers.

Salary and Benefits

This is an exempt position with an annual salary ranging from \$85,000 to \$94,000, depending on qualifications and experience. Benefits include health insurance through the State Health Benefit Plan, various types of incidental insurance through GaBreeze, annual and sick leave, and participation in the Teachers Retirement System of Georgia. After the first month of employment, a hybrid remote work schedule is available.

To Apply

Qualified applicants should submit a cover letter, resume, and three professional references to jobs@wgrls.org or apply through our website at <https://wgrls.org/about/careers>. Employment is contingent upon satisfactory background and credit checks. Open until Wednesday, August 6, 2025.