

Saint Paul Public Library

Deputy Director



Position Profile

The Saint Paul Public Library (SPPL) is seeking to hire a **Deputy Director for Guest Experience and Public Services**. The Library connects people in Saint Paul with the imperative and joy of learning through a lifetime. As a key part of Saint Paul's community learning network, the Library helps ensure that all children are ready for kindergarten, all students succeed, and all residents have the basic workforce skills necessary to prosper. The Library actively contributes to an engaged community by delivering service at the George Latimer Central Library and twelve community libraries, online, and at community sites throughout the City.

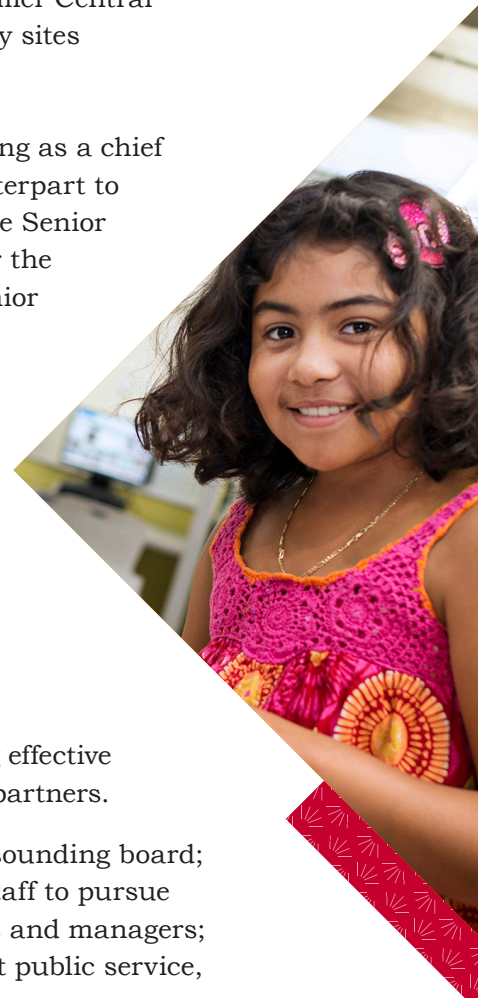
The Deputy Director reports directly to the Library Director, serving as a chief public service, education and guest experience officer and a counterpart to the Deputy Director for Operations. The Deputy is a member of the Senior Team which provides the strategic leadership of the Library under the direction of the Mayor and the Library Board. The roles of the Senior Team are as follows:

- Leads the organization by developing and implementing the strategic direction; building passion and commitment with staff, volunteers, patrons, the public and partners for the Library's mission, vision, and goals; and framing the big picture and responding to changing opportunities and challenges.
- Manages library-wide systems, processes, and activities by leveraging resources, staff, and partners to deliver excellent service and resolve issues; ensuring SPPL's accountability for measuring performance and achieving outcomes; and ensuring effective communication with staff, volunteers, patrons, the public and partners.
- Supervises and mentors staff by serving as an advisor and a sounding board; developing staff skills and building on strengths; mentoring staff to pursue their individual aspirations and to ensure future SPPL leaders and managers; and building and facilitating a culture that embraces excellent public service, initiative, and change.

The Senior Team models the following which are important to the Library's culture:

- Commits to active engagement by reflecting, contributing, and problem solving
- Values learning by seeking out information from multiple sources to develop well-informed perspectives and to spark curiosity and creativity
- Takes a team approach to leadership and management by valuing collegiality, mutual respect, and direct communication

continued
>>>



- Sets a positive tone with an optimistic and can-do attitude
- Demonstrates leadership and commitment to achieving racial equity in the Library workforce, services and in community relationships.

The Deputy Director is responsible for system-wide Library functions including delivery of library services and programs, all aspects of the guest experience, community engagement and evaluation and continuous improvement of library services. The Deputy Director is engaged with strategic planning, employee development and staffing of libraries and programs. The Deputy will participate in the planning and oversight of capital improvements in library facilities. This position may represent the Library in dealing with elected officials, public and private organizations, the community, media, and inter-departmental matters.



Education and Experience

A bachelor's degree and five years of experience or a master's degree and three years of experience. Experience must be in a directly related managerial or administrative field. An MLIS degree is preferred but not required. Two years of the required experience must include supervising employees, conducting assessments of complex organizational issues, planning organizational strategies, and leading complex projects.

Compensation and Benefits

This is an unclassified, at-will position appointed by the Library Director. The salary range is \$86,840-\$118,123 with starting salary dependent on experience and qualifications. In addition, the salary is supplemented by Saint Paul's generous benefits package.

The Process

To be considered for this exceptional career opportunity, please submit a cover letter, resume, experience question (see attached) and three references to:

Joanna Brookes, HR Specialist
 90 W. Fourth Street
 Saint Paul, MN 55102
 Email: joanna.brookes@ci.stpaul.mn.us

Review of applicants begins as they are received. Position is open until filled. Additional information about the City of Saint Paul can be found on our website at www.stpaul.gov.



The City of Saint Paul is an affirmative action employer and has a commitment to diversity in its workforce. Therefore, we encourage applications from all individuals including persons with disabilities, persons of color, LGBT, and women.

YOUR RIGHTS AS A SUBJECT OF DATA. The information you supply will be used to assess your qualifications for this position; to distinguish you from other applicants; and to contact you for an interview.

The following information is considered private data pursuant to the Minnesota Government Data Practices Act: your name, home/work/email addresses, and home phone number.

If you are considered a finalist, your name, education, training and previous work experience will become public data.

Private data is available only to you and to other persons in the City who have a bona fide need for the data. Public data is available to anyone requesting it and consists of all data not designated in this notice as private.