



Deputy Director Recruitment Announcement

The Oklahoma Department of Libraries (ODL) is now accepting applications for the position of Deputy Director. Salary is \$73,500. A full suite of benefits is provided including health, dental, life and disability insurance; 15 days of annual leave per year, increasing after five, ten and twenty years of employment; 15 sick leave days per year; 11 observed holidays; and a lump sum longevity payment after 2 years of service that increases every two years.

ODL is the official state library of Oklahoma. The agency serves the information and records management needs of state government, supports public library development, coordinates statewide information technology projects, and serves the general public through its specialized research collections, including state and federal document depositories and the State Archives. ODL has a collection of nearly 700,000 volumes and an annual budget of approximately \$9.2 million in the current fiscal year. The agency operates with a lean staff, with only 35 FTE funded out of 82 allocated employees (43%). A seven-member board of directors governs ODL. The Deputy Director is appointed by the Director and approved by the Board.

Job Summary:

The Deputy Director leads agency staff in fulfilling its statutory duties by managing the day-to-day agency operations and supervising Library Development, Library Resources, and Literacy departments. The Deputy Director assists the Director in planning, implementing, and monitoring performance of finance, human resources and technology operations.

Job Duties:

- Assist the Director in long-range planning which includes studying the agency's opportunities to make the greatest impact on behalf of public and special libraries across the state
- In collaboration with the Director, actively lead the preparation and performance of the agency's budget and strategic plan
- Under the direction of the Director, lead the Library Development, Literacy Resources, and Library Resources departments in fulfilling their responsibilities as outlined in the statutes and administrative rules
- Lead assigned departments in implementing human resources strategy, including hiring, training, performance management, and succession planning
- Lead assigned departments in implementing finance strategy, including forecasting, budgeting, and monitoring performance outcomes against expenditures
- Under the direction of the Director, draft and maintain policies and procedures (subject to approval by the ODL Board), ensuring compliance with applicable local, state, and federal laws
- Monitor, plan and coordinate agency technology needs with the Office of Management and Enterprise Services' Information Services Division
- Coordinate statewide services for Oklahoma libraries
- May be called upon to represent the director before the legislature or in public settings



Minimum Qualifications:

- A graduate degree from a library school accredited by the American Library Association

Preferred Qualifications:

- Ten years of progressively responsible supervisor experience, including management of professionals, support staff, and supervisors
- Experience in public library administration
- Understanding of political and legislative relationships and processes and knowledge of how state government operates including the budgeting and purchasing process

Knowledge and Skills:

- Excellent verbal and written communication skills; excellent speaking and presentation skills
- Ability to communicate clearly and effectively with internal and external customers, project enthusiasm and a positive attitude
- Excellent organization and project management skills, attention to detail
- Demonstrated ability to inspire teamwork, empower, and trust staff to work toward agency goals
- Ability to maintain confidentiality of human resources records and issues
- Excellent Microsoft Office skills
- Ability to understand and utilize complex financial and other data-based reports to make administrative decisions

This position is administered under the Civil Service Rules established by the Civil Service and Human Capital Modernization Act. The Human Capital Management Division of the Office of Management and Enterprise Services must certify all applicants as eligible for this position.

The Oklahoma Department of Libraries is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.