

DIRECTORATE: COMMUNITY DEVELOPMENT
UNIT: LIBRARY SERVICES

POSITION: ASSISTANT DIRECTOR

Salary

R692 928.00 – R696 312.00 per annum (Level 3) excluding cell phone, data and transport allowance

Qualifications

- Grade 12
- National Diploma/Bachelor's Degree in Library and Information Science, or related field

Experience

- Minimum 5-7 years' experience in a public library environment, of which 3 years must be at middle management.

Requirements

- Valid Code B driver's license
- Computer literacy (MS office applications)

Key Performance Areas

Manage and coordinate library operation, collections, programmes and services.

- Develop policies and procedures for operations, services and programmes.
- Direct programmes including Infrastructure extensions, outreach, IT upgrades, marketing and staff training.
- Develop and implement performance measures for library effectiveness.
- Compile reports and analyse statistics.
- Set clear, visionary objectives for evolving library services.
- Liaise with Deputy Director: Sports, Arts and Culture on Council decisions and new developments.
- Stay current on information technology and service trends.

Lead services promotion and community engagement initiatives.

- Identify community needs.
- Attend and represent library services at cultural and community forums.
- Promote service through outreach, marketing and public relations.
- Respond to public inquiries and complaints.
- Liaise with community groups to increase awareness and library use.
- Represent the library in professional networks.

Manage human resources across library.

- Supervise, train and mentor staff.

- Guide problem-solving and monitor job performance.
- Ensure staff are aware of policies, roles, and responsibilities.
- Participate in recruitment, shortlisting and interviews.
- Maintain open communication and support staff welfare.
- Establish effective internal relationships.

Develop, control and report on library budgets.

- Estimate, compile and justify operating, capital and income budgets.
- Participate in budgeting processes.
- Motivate and defend budget allocations.
- Monitor, control and report on budget variances.
- Track and report on expenditure rates.

Source alternative funding and manage capital projects.

- Evaluate current library facilities.
- Prepare business plans and applications for grants (e.g. Provincial and National funds)
- Act as Project Manager for new libraries and infrastructure upgrades.
- Coordinates with stakeholders and manage project timelines and outcomes.