

DEPUTY DIRECTOR



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Organizational Architecture, Inc.
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THE OPPORTUNITY

Live Oak Public Libraries is seeking a visionary leader as its next **Deputy Director**.

The Live Oak Public Libraries [LOPL] has retained Organizational Architecture, Inc. to assist with this search.

ABOUT LIVE OAK PUBLIC LIBRARIES

Live Oak Public Libraries is a system of 16 library locations serving Chatham, Effingham, and Liberty Counties in coastal Georgia.

This past year, they hosted more than 636,000 visitors, checked out over 1,000,000 items, and presented programs to nearly 90,000 patrons.

Learn more [here](#).

LIVE OAK PUBLIC LIBRARIES AT-A-GLANCE

Mission	The mission of Live Oak Public Libraries is Inspiring the community to grow, create, discover and explore.
Budget	This year's operating budget is \$14,934,000, and comprised of both local and state funding.
Locations	16 branches in Chatham, Effingham, and Liberty Counties which includes the cities of Savannah, Garden City, Hinesville, Midway, Pooler, Rincon, Springfield, and Tybee Island,
Staff Size	The Deputy Director oversees the Director of Public Services, the Director of Communications and Strategic Partnerships, Director of Information Technology, and the Director of Technical Services for this system of approximately 150 employees.
Community	Each year, Savannah attracts millions of visitors to its cobblestone streets, parks, museums, and notable historic buildings. Savannah's downtown area, which includes the Savannah Historic District, its 22 parklike squares, and the Savannah Victorian Historic District, is one of the largest National Historic Landmark Districts in the United States. To learn more about the city, click here .
Populations Served	Savannah is Georgia's fifth most populous city and the state's third-largest metropolitan area [with a 2020 population of over 404,000] and features rural, urban, and suburban neighborhoods across beautiful coastal Georgia.
Service to community	<p>In 2024 Live Oak Public Libraries</p> <ul style="list-style-type: none"> • Had 636,000 patron visitors • Had 90,000 people attend programs • Had 1,000,000 checkouts • Issued over 2,000 park and museum passes • Answered nearly 264,000 reference questions

THE ROLE

Deputy Director



SUMMARY

The Deputy Director provides strategic and functional oversight in alignment with the mission and values, and oversees all public services, community engagement and marketing functions, and collection management.

In the absence of the Executive Director, the Deputy Director serves as acting Library Executive Director.

The Deputy Director participates in leadership team planning, high-level decision-making for the entire system, and leadership and mentoring for all employees.

In partnership with the Library Executive Director, the Deputy Library Director builds and fosters a success-oriented and accountable organizational environment.

RESPONSIBILITIES AND EXPECTATIONS

Leadership and management

- Serves as Acting Library Director in the absence of the Library Executive Director.
- Plays a significant leadership role in strategic planning and service innovation for the Library system.
- Keeps informed of current library services, technology, collection development, collection management, and management practices, focusing on bringing innovative ideas to LOPL.

Community Engagement

- Participates in leadership, administration, special projects, and strategic meetings.
- Responsible for communication and collaboration efforts, both internally and externally, of the library system.
- Represents the library at offsite events; initiates outreach and community partnership activities; attends meetings and participates in committees and/or organizations (partnerships) that may further the library's mission and goals.

Fiscal Operations

- Develops and monitors current and future budgets, applying appropriate input and collaboration with direct reports and library leadership.

Organizational Partnerships

- Participates in leadership, administration, special projects, and strategic meetings.
- Leads the communication and collaboration efforts, both internally and externally, of the library system.

Personnel Management

- Provides leadership, guidance, and direction to the Director of Public Services, Director of Communications & Strategic Partnerships, Director of Information Technology, and Director of Technical Services, to set goals and objectives and analyze and resolve problems.
- Reviews and evaluates performance, provides coaching and feedback, and contributes to personnel decisions.
- Participates in interviews and the hiring and training of direct reports.

Policies and Procedures

- Leads efforts to provide excellent customer service, focusing on practical and consistent evaluation and improvement.
- Oversees processes to update and improve public service policies and procedures.
- Provides consistent, regular support to the Executive Director and other executive team members to address internal and external inquiries regarding Library policy, procedures, and statutory and legal requirements.
- Works with appropriate staff to regularly review and update policies and procedures.

Project Management

- Leads and coordinates assigned initiatives to assure alignment with operational strategy Library goals.
- Manages special projects and tasks, providing updates and reports to stakeholders, as necessary and upon request.
- Develops and delivers regular written and verbal reports on routine and special projects to the Executive Director.



EDUCATION AND EXPERIENCE

The ideal applicant will possess:

- A Master's degree in Library and Information Science [MLIS].
- Seven or more years of broad, relevant library career experience, including a minimum of five years of people, program, and/or project management experience.
- Grade 5[b] Librarian's Professional Graduate Certificate as defined by the Georgia State Board for the Certification of Librarians [or the ability to obtain one within six months from date of hire].
- Strong interpersonal skills and the ability to work and build relationships effectively with all levels of staff, customers, and community group members from all socioeconomic, educational, literacy, and cultural backgrounds.
- Experience with change management, process improvement, and organizational development.
- Polished, dynamic communicator— adept at persuasive public speaking, developing concise reporting, and providing confidential stakeholder updates and actionable recommendations.
- Skilled in staff performance management, including experience with coaching, mentorship, conflict resolution, performance improvement, training and staff development.
- Demonstrated commitment to exceptional customer service, with proven ability to lead and implement service excellence initiatives.
- Expertise with various technology and electronic systems and tools used in public libraries [e.g., integrated library systems [ILS], electronic databases, etc.].
- A valid driver's license, insurability, personal transportation/the ability to travel independently within the libraries' service area.

Preferred qualifications include:

- Experience in multi-unit / multi-location management and with distributed workforces.
- Experience with budget preparation and management.



THE SUCCESSFUL CANDIDATE WILL POSSESS THESE QUALITIES

- Accountability; professionalism; transparency
- Adaptability; flexibility
- Budget management; resource management
- Collaboration; teamwork; relationship building
- Communication; written communication; presentation skills; public speaking
- Community engagement; outreach; partnership development
- Confidentiality
- Conflict resolution; interpersonal skills; empathy
- Customer service focus; service innovation
- Innovation
- Leadership; supervision; mentoring; empowering others
- Organization; time management; process management
- Policy development; reporting
- Problem solving; analysis; data-driven decision making
- Strategic thinking; planning; decision-making
- Supports equity, diversity, and inclusion
- Supports intellectual freedom



COMPENSATION AND BENEFITS

A generous compensation package includes competitive base pay with a pay range of **\$115,000 to \$130,000**; healthcare benefits including medical, dental, and vision; retirement benefits include participation in the Teacher's Retirement System of Georgia [TRSGA] public pension plan.



BENEFITS INCLUDE

- Paid vacation
- Paid holidays
- Sick leave
- Life insurance
- Teacher's Retirement System of Georgia [TRSGA]
- A solid commitment to continued professional development

INTERESTED? GET IN TOUCH

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