



SUCCESSION PLANNING PROGRAM POSITION EVALUATION FORM

INSTRUCTIONS TO DEPARTMENT DIRECTORS: *Please complete a Position Evaluation Form for each position in your department for which a succession plan is to be developed. With input from the incumbent and other key staff, indicate the competencies that a successor must possess in order to function effectively in the position. Please feel free to attach additional sheets if needed.*

Title of Position Library Branch Operations Administrator		Reports to (Title) Sylvia Mora-Ona, Assistant Director	
Name of Incumbent		Grade 05	Exec. Benefits N/A
Department Miami-Dade Public Library System		Division Branch (01)	
Comments Occ Code (7156); Exempt			

Will the position continue to exist after the departure of the incumbent?..... Yes No
 If yes, when do you anticipate the position will become vacant?.....Date: (mm/year): 10/11

MINIMUM QUALIFICATIONS: *Please list the minimum qualifications required for this position.*

Master's degree in Library Science or related program from an accredited ALA graduate school. A minimum of three to five years of progressively responsible library experience to include two years of supervisory experience is required.

TECHNICAL COMPETENCIES: *Please list the key technical competencies/requirements needed for this position (e.g., knowledge of GASB statement no. 34, integrated marketing experience, knowledge of County geography, general contractor designation). Again, please attach additional sheets as needed.*

Knowledge of County Polices & Procedures especially related to progressive discipline and performance evaluation.

Strong familiarity with public library services, trends, professional values.

Strong supervisory skills.

Ability to communicate well in person & in writing.

Familiarity with all phases of library operations.

GENERAL COMPETENCIES: *Please indicate key knowledge, skills, experiences and abilities needed for the position above and beyond the minimum job qualifications. Add additional competencies as necessary. If a competency applies, please rate*

1 = Somewhat Necessary 2 = Necessary 3 = Very Necessary 4 = Absolutely Essential

COMPETENCY	RATING	COMPETENCY	RATING	COMPETENCY	RATING
Adaptability	4	Developing Others	4	Political Savvy	3
Business Acumen & Entrepreneurship	2	Diversity Awareness & Management	4	Problem Solving & Technical Credibility	3
Communication	4	Ethics, Integrity, & Honesty	4	Service Motivation & External Awareness	4
Continual Learning	3	Influencing & Negotiating	2	Strategic Thinking	3
Customer Service	4	Performance Management & Results-Orientation	3	Teamwork & Group Leadership	4
Decisiveness	3				

Completed by: Elyse Levy Kennedy	Date 6/12/2009
-------------------------------------	-------------------