LIBRARY MANAGER

DEFINITION

Under administrative direction manages the operations of the Library including the City staff, vendors and general public to conduct the business of the Library and interpret Library policies.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class. **Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.**

TASKS

Manages the overall planning, budget preparation and review, mediation of Library users' complaints and reactions, general supervision of staff, committee work, policy reviews and recommendations, public deskwork, and report writing; corresponds with and schedules vendors; reviews and selects materials for purchase; reviews budget allotments and tracks expenditures for the purchase of Library materials; performs and operates Public Desks in Reference areas, interfaces with public and answers any questions.

Assists with the Technical Services and Circulation Services operations; answers complex and technical questions and provides guidance; trains and provide supervision to Library Staff; reviews schedules and payroll; oversees computer related functions and reviews procedures; oversees the, planning, developing budget and staff.

Monitors, trains and manages office operations of assigned staff; interviews prospective employees, hires and/or recommends hiring. Identifies and implements new employee and on-going staff training programs; assigns, tracks and reviews work assignments and progress; reviews and approves the formal performance evaluation of department staff; approves sick and vacation leave; develops and implements disciplinary actions.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of City and Department policies and procedures
Knowledgeable of community resources and customer service techniques and concepts
Knowledgeable of the principles of file and records management
Knowledgeable of planning and budgeting methods and techniques
Skilled in assessing and prioritizing multiple tasks, projects and demands
Skilled in working within deadlines to complete projects and assignments
Skilled in analyzing, identifying and implementing plans and solutions to complex problems
Skilled in establishing and maintaining effective working relationships
Skilled in researching, analyzing and determining trends in public libraries and library services
Skilled in developing and implementing library programs and services
Ability to effectively communicate verbally and in writing in English with all levels of staff
Ability to perform essential duties with little to no immediate supervision

QUALIFICATIONS

A Masters degree in Library Science, Information Science or related field, **AND** five (5) years experience in a library environment including three (3) years at a supervisory level **OR** an equivalent combination of education and experience.