



LIBRARY MANAGER

DEFINITION

Under administrative direction, organizes, supervises and coordinates the City's library functions; performs complex professional library work; coordinates activities with users and outside public agencies; provides high-level administrative assistance to the Public Services Director and serves as Acting Public Services Director in his/her absence.

SUPERVISION EXERCISED

Supervises subordinate clerical, paraprofessional and professional staff.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Answer inquiries from the public and staff, both in person and over the phone, providing planning information and explaining procedures.

Supervise, train, evaluate, motivate and discipline subordinate staff providing technical guidance in library programs.

Oversee and participate in preparation agenda materials for the City Council, Library Board and related committees.

Plan, direct and coordinate the preparation of library programs, services and activities ensuring relevance, safety and compliance with legal requirements.

Analyze effectiveness and efficiency of programs, services and activities and recommend and implement changes/modifications.

Participate in the development, revision and implementation of department goals, objectives, policies and procedures.

Prepare and administer library budgets including revenue and expenditure forecasts and staffing and equipment/materials needs.

Assist Director with special projects including but not limited to homeless issues & grant administration.

Develop and manage Lease Agreements, Instructor Contracts, Performer Agreements, Service Agreements and related legal documents.

Manage facility maintenance.

Coordinate programs, services and activities with outside agencies; represent the city and department at community and professional organization meetings and events.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Standard office procedures, methods and computer equipment.

Principles and practices of library service delivery.

Principles and practices of employee supervision, training, evaluation motivation and discipline.

Principles and practices of budget development and administration.

Principles and practices of contract and grant administration.

Applicable Federal, State and local laws, codes and regulations.

Techniques used in dealing with the public and customer service.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems.

Independently analyze effectiveness of programs, services and activities.

Plan, organize, review the work of and train and supervise subordinate staff.

Respond to questions from the public and staff.

Independently interpret and apply policies, procedures, laws, codes and regulations pertaining to library services.

Independently research and analyze problems, identify solutions, project impacts of proposed actions and implement recommendations.

Research, collect, compile and analyze information and data and organize work to meet schedules and timelines.



Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

BA/BS in Library, Public Administration or related field and five (5) years increasingly responsible professional experience in planning, including two (2) years in a supervisory capacity. MA/MS highly desirable.

LICENSE OR CERTIFICATE

Must possess appropriate CA DL and a satisfactory driving record; American Red Cross certifications in C.P.R./ First Aid and Automated External Defibrillator (AED) Essentials.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

