

LIBRARY MANAGER

NATURE OF WORK

This is professional supervisory work supervising and coordinating the activities of a quadrant library, or library service such as Collection Management, Polley Music Library or Lincoln City Libraries' webpage.

Work involves the application of professional library principles and procedures to a variety of library operations or services, and the ability to work well with the public and colleagues. This is professional work requiring technical skill, knowledge and experience in the field of library science. Work is performed under minimal supervision with employees exercising independent judgment. Work may include supervising and training personnel; planning and coordinating library services; shaping library collections; assisting customers with a full spectrum of library services. Work includes presentations to the public, expectations of leadership and initiative, role modeling effective customer service and professional standards, and may include participation on Management Team. Supervision is received from the Assistant Library Director, Coordinator of Support Services or Youth Services, or Library Systems Coordinator with work being reviewed through conferences, reports and appraisal of the effectiveness of service provided. Supervises professional, paraprofessional and unclassified personnel, and volunteers.

EXAMPLES OF WORK PERFORMED

Manages daily operation of a major branch library including setting a tone for service excellence, overseeing facilities management, hiring, training, evaluating and supervising staff, maintaining communication with supervisor and other departments, applying library principals and policy to everyday library services, providing input and guidance on overall library policy and direction.

Provides in-depth music information to library customers; acts as resource person in field of music for library system; develops useful indexes and aids; selects and evaluates materials; catalogs and classifies printed music materials.

Oversees development and operation of library website; ensures that website information is current and that urgent information is placed appropriately; responds to questions from the public regarding use of the website or other electronic resources.

Manages outreach services, including City/County summer outreach services, Interlibrary Loan, Home Outreach services, coordinates library representation at community.

Develops and maintains relationship with individuals and entities outside of Lincoln City Libraries to further library mission.

Participates in system-wide planning; coordinates system-wide projects such as strategic planning or In-Service Day; develops staff training programs for customer service; interacts with staff in providing library service according to professional library guidelines.

Manages staffing and coordination needs of smaller branch libraries or bookmobile.

Makes presentations to groups such as tours or service organizations.

Provides general public service as a role model for others and as a resource when shaping library policies, procedures, and practices.

Responds to customer complaints; acts as resource person regarding Library Behavior Policy.

Writes grant applications to fund special projects.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of library circulation policies, recreational or informational reading, and informational sources.

Considerable knowledge of principles of the administration and organization of libraries.

Considerable specialized knowledge as appropriate for work performed .

Considerable knowledge of current issues of librarianship such as trends in technology, censorship, right to privacy, and freedom of information.

Ability to work well with the public and with colleagues.

Ability to plan, supervise, assign, evaluate, and encourage the work of employees.

Ability in problem-solving and in continual improvement of efficiency or service provision.

Ability to communicate orally, in writing, and via a variety of communication avenues.

Ability to organize work and follow through on assignments.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university supplemented by a Master's Degree in an ALA-accredited library science program plus two years of library experience and supervisory experience; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills. For the Polley Music position an undergraduate or graduate degree in music is required.

* This class includes the work of the former Library Supervisor III. Individuals listed on a Reemployment List for Library Supervisor III are eligible for recall to this classification.

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