

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: Library Manager

Department: Library	FLSA Status: Exempt
Employee Group: Management and Confidential	Salary Grade: 21
FTE Status: Full Time	Date: January 2019

GENERAL FUNCTION:

Under the direction of the Library Director, this position oversees library services and assists with coordinating materials and budgets for all library departments. Position assists the Library Director in personnel, budget, building, and administrative matters. Position is responsible for daily operations and acts as Library Director in his/her absence.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Recommends technology-related and patron-related policies and procedures to Library Director and advises on long-term needs in relation to these areas.
3. Provides reference and readers/audiovisual/technology advisory service to the public.
4. Supervises staff training of online catalog, databases, online reference service, and emerging library technologies.
5. Represents library at system and community meetings and serves on local and county library committees.
6. Gathers statistics for Oregon State Library Annual Report, and other reports as needed.
7. Occasionally attends monthly meetings of the library Advisory Board meetings prepares narrative reports as required.
8. Participates in long-range planning process for the library, including recommending changes or improvements and developing new types of services and operations.

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9. Assists in developing grants for library programs and services as appropriate and available.
10. Stays up-to-date on professional developments through participation in professional organizations, system meetings, workshops, and continuing education opportunities.
11. Acts as administrator for patron centered library technology hardware and software.
12. Works with staff on the Library's webpage coordinating the design and maintenance of the library's on-line presence.
13. Evaluates, purchases, installs, and maintains patron based library hardware and software and all other computer related items.
14. Oversees automation of library administrative functions.
15. Develops technology assessments and plans based on customer, library, and staff needs.
16. Selects and maintains audiovisual collections including videos, DVDs, audiobooks, video games, circulating software and hardware, and other technologies as relevant.
17. Serves as Training Coordinator for public computer classes.

SPECIFICATIONS:

1) Requires Skills and Abilities:

1. Management theories and principles.
2. Ability to exhibit good judgment and establish effective working relationships with staff, colleagues within the library system, local government personnel.
3. Ability to plan and coordinate the work of others.
4. Ability to exercise leadership and motivate others.
5. Ability to establish effective working relationships with community organizations.
6. Knowledge of budgeting theories and principles.
7. Practices, tools and techniques for management of assigned library division.
8. Book selection tools and library cataloging and classification systems.
9. Strategic planning methods with an emphasis on services related to library management.
10. Public library service delivery.
11. Technology including computers, CD ROM, on-line bibliographic/information databases, and related software packages.
12. Personal computers and related software applications.

2) Education and Training:

Masters in Library Science and four (4) years in library work with exposure to a variety of library functions, extensive customer service experience, increasingly responsible experience in library management, including three (3) years of direct supervisory experience.

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Any equivalent combination of education and/or experience which provides the required knowledge and abilities may be considered by the hiring authority.

3) Supervision:

Received: Work is performed highly independently with the Library Director reviewing work for results obtained and conformance with policies and procedures. Discretionary decision making and independent judgment are regularly exercised.

Exercised: Directly supervises regular full-time and part-time staff with responsibility for hiring, evaluating, disciplining, counseling, training and assigning work. Recommends disciplinary action to Director and monitors its implementation. Supervisory decisions include training, and assigning work and scheduling employees.

4) Communication:

1. Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.
2. Apply excellent internal and external customer service skills.
3. Communicate effectively both orally and in writing.
4. Make presentations and develop reports that may include technical information.

5) Cognitive Functions:

1. Apply management theories and practices to assigned responsibilities.
2. Assist with the management and the operations and budget of a division.
3. Manage multiple projects and programs.
4. Track and record expenditures.
5. Comply with safety requirements of the position and actively promote safe work practices.

6) Working Conditions:

Work is in a Library environment. Position may require attendance at evening meetings.

7) Resource Accountability:

Records maintained include monthly circulation statistics for local, county and statewide reports which are the basis for funding received.

Submits payment requests for Library materials and services to Finance Department for fund disbursement. Budgeting for book purchases and enhancement of collection.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date