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;
- Assists with the Technical Services and Circulation Services operations;
- Answers complex and technical questions and provides guidance to supervisors on job performance;
- Reviews schedules and payroll, develops and monitor departmental budget;
- Oversees computer related functions and reviews procedures;
- Interviews prospective employees, hires and/or recommends hiring and on-going staff training programs;
- 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, community resources and quality customer service techniques and concepts, principles of file and records management, and of planning and budgeting methods and techniques
- Skilled in assessing and prioritizing multiple tasks, projects and demands, working within deadlines to complete projects and assignments, analyzing, identifying and implementing plans and solutions to complex problems, researching, analyzing and determining trends in public libraries and library services;
- Ability to develop and implement library programs and services, effectively communicate verbally and in writing with all levels of staff, to develop and promote a productive work environment and ability to establish and maintain effective working relationships.
- Proficient in the use of a personal computer, electronic devices and varying industry/office related software packages.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 50 pounds. May be exposed to repetitive motion and vision to monitor.

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