

Class Title: Library Manager

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Oversees and manages the organization and operation of the library, supervises library staff, assists users in the use of materials, equipment, and/or services provided by the library. Supports the development needs of library staff and the implementation of strategic objectives under the guidance of leadership.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Ensures customer service by answering general inquiries, assisting patrons with the operation of computers and equipment, and advising staff and patrons of facility rules and regulations. Promotes customer relations by resolving issues, preparing and reviewing correspondence.
2	S	Supports communications and promotional efforts to encourage participation and attendance in library event, attends trainings, conferences, and library related events.
3	L	Manages new book inventory, book displays, and bulletin boards. Supervises processing of outdated materials and inventory. Aids in charging, discharging, or renewing of library materials and monitors cataloging and shelving done by staff. Oversees collection of library fines, replacement of lost library inventory, and donations of new library materials.
4	S	Supervises staff by developing performance goals and objectives, providing guidance, and completing performance evaluations. Supports staff by training and providing resources, planning work schedules and guidelines, and reviewing and approving work.

JOB REQUIREMENTS:

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Formal Education / Knowledge	Work requires professional level of knowledge of a discipline which is acquired in a Master’s degree in Library Science from an ALA accredited university, or a related Master’s degree depending upon area of assignment.
Experience	Two years of progressively responsible professional experience including experience serving in a supervisory capacity.
Certifications and Other Requirements	Valid driver’s license may be required
Reading	Work requires the ability to read various reports, journals, publications, and plans.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistical analysis.
Writing	Work requires the ability to write comprehensive proposals, reports, and speeches.
Managerial	Managerial responsibilities include conducting evaluations, scheduling staff and workloads, facilitating presentations, organizing team meetings, and managing various projects.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed and staffing assignments, as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

Adopted: June 2014; Revised: July 2019

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Office equipment, supervision, interaction with staff and public, presentation, meeting, conferences
Sitting	F	Computer, desk work, answering telephone, meetings, presentations, conferences
Walking	F	Inter-office, to/from meetings, to/from office equipment
Lifting	R	Office supplies, files, reports, manuals,
Carrying	R	Office supplies, files, reports, manuals,
Pushing/Pulling	N	
Reaching	R	Office supplies, files, reports, manuals,
Handling	R	Office supplies, files, reports, manuals,
Fine Dexterity	F	Computer Keyboard, Calculator writing
Kneeling	R	Filing in cabinet drawer
Crouching	N	
Crawling	N	
Bending	R	Filing in cabinet drawer
Twisting	R	Filing in cabinet drawer
Climbing	R	Stairs, airplane ramp
Balancing	R	On stairs
Vision	C	Computer, Desk work, reading, writing, filing, use of office equipment
Hearing	C	Telephone, staff, City Manager, authorities, commissions, citizens, meeting, presentations
Talking	C	Telephone, staff, City Manager, authorities, commissions, citizens, meeting, presentations
Foot Controls	O	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, printer, fax machine, copy machine, telephone, calculator, Standard Microsoft Windows and Office software, QuickBooks

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	S	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)