

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: AUGUST 5, 2014

LIBRARY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Serves as head of a library serving a population from 2,500 to 7,499. This position involves responsibility for simple library functions and administrative tasks. The work involves carrying out library policy as determined by the library board and standard practice. Also works with Public Library System Librarians in planning implementing library services. Direct supervision is exercised over other library personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Selects materials for acquisitions using standard review sources and library system aides;
2. Performs simple informational, reference and referral services and directs complex questions to the central library or system;
3. Recommends building repairs and alterations;
4. Conducts library programs on subjects of community interest;
5. Works with system Librarians to evaluate the effectiveness of the library's services in relation to the changing needs of the community;
6. Recommends changes or additions in library services to the board;
7. Administers personnel policies established by the board;
8. Prepares preliminary budget estimates for the board;
9. Represents the library at community and group meetings;
10. Recommends and administers public relations programs;
11. Administers policies on the purchase and weeding of library materials;
12. Attends library system workshops and professional meetings;
13. Conducts staff meetings;
14. Recommends appointments, promotions, and disciplinary actions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of library services and procedures; working knowledge of library materials and their use; working knowledge of the applications of computer technology to library operations; working knowledge of on-line database systems; skill and accuracy in the performance of technical library tasks; ability to use library computer at an acceptable rate of speed and accuracy and to use audio visual equipment; ability to carry out library policies and procedures; ability to train and supervise library staff; ability to plan, coordinate, and supervise the work of others; ability to exercise leadership and motivate others; ability to interpret and respond to users' needs quickly and accurately and prescribe information or materials accordingly; ability to express ideas clearly and effectively both orally and in writing to groups and individuals; ability to establish effective working relationships with community organizations; tact and courtesy in dealing with staff and public; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Completion of sixty (60) credit hours from a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable practices.