

LIBRARY MANAGER

SUMMARY

Under general direction, manages the activities of a division within the City's Library program; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are not in any hierarchical order)*

1. Supervises the activities of assigned staff. Writes and conducts performance evaluations.
2. Schedules employees, assigns work and monitors its progress. Guides and develops employees in the accomplishment of duties.
3. Provides administrative and technical direction to Library staff.
4. Proposes and monitors staffing requirements and the hiring and training of qualified personnel.
5. Plans, organizes and directs the work of the adult reference and business services, electronic resources, public relations. Selection and purchase of books, tapes, videos, CD's, youth services, outreach and/or circulation activities for the City's library program.
6. Plans, develops and manages projects in the building and at outreach sites to include budget development, staff and volunteer personnel allocation and recruitment and implementation.
7. Writes grants for projects to enhance library services.
8. Stays abreast of changes and trends in the field by reading professional literature, attending conferences and workshops.
9. Performs original cataloging of library materials. Maintains quality control of the bibliographic and user databases.
10. Sets and oversees division goals. Establishes division policies, procedures and programs.
11. Responds to research requests from the public, city departments and outside agencies using print and electronic resources.
12. Instructs the public in the use of the Internet, print and electronic resources.
13. Performs administrative duties to include compiling statistics on activities and trends, preparing schedules, time sheets and leave forms and purchasing supplies.
14. Conducts operational service delivery studies. Prepare reports of findings and recommends methods for improving operational effectiveness.
15. Prepares project status reports, financial reports, and budget reports to keep management informed of Library operations.
16. Administers library software or database.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of resources within the community.
- Knowledge of the Dewey Decimal System.
- Knowledge of program management techniques.
- Knowledge of principles and techniques of management, supervision, and budgeting.
- Knowledge of library principles and practices.
- Knowledge of current trends in the field of library science.
- Knowledge of volunteer service programs.
- Skill in applying library science principles to maintain library cataloguing, bibliography and reference materials.
- Skill in conducting reference research.
- Skills in using print reference materials and the Internet for research.
- Skill in using computers and software applications such as library related software, word processing, and spreadsheet software.

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- Skill in analyzing and evaluating information accurately, and in expressing ideas clearly, when providing oral or written reports and recommendations.
- Skill in supervising the work of staff.
- Skill in using general office equipment such as computers, fax, copier, calculator, and phone.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is frequent need to sit, talk or hear, reach with hands and arms, use hands to finger, handle, or feel and lift light items (up to 10 pounds) and perform other similar actions during the course of the workday. There is occasional need to stand, walk, stoop, kneel, crouch, or crawl, taste and smell and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol-free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Master's in Library Science (MLS) from an ALA accredited program and five (5) years experience working as a Librarian, including two (2) years in a supervisory capacity, or any equivalent combination of training and experience.