

CITY OF GLENDALE

TITLE:	Library Manager	CLASS CODE:	415
REPORTS TO:	Library Director	GRADE:	32
DEPARTMENT:	Library	FLSA:	E

JOB SPECIFICATION DATE: June 19, 2006 cm

JOB SUMMARY

Plans, organizes, and manages the activities and staff of a library division, or branch library and provides highly responsible and complex administrative support to the Library Director. A Library Manager is distinguished from a Librarian IV by the former's scope of responsibility for assisting in overall Library System management.

ESSENTIAL FUNCTIONS

1. Plans, organizes and manages the activities and staff of a library division, or branch library; Oversees recruitment and selection of staff, performance appraisals; coordinates recruitment, selection and other employment related activities with City's human resources department.
2. Develops, implements, enforces and monitors the policies, procedures, regulations goals and objectives for the library services; evaluates the effectiveness of services.
3. Develops and monitors the budget for a library division; participates in the development of the department budget; forecasts funds needed for staffing, equipment, materials, and supplies; oversees book, media and technology budgets; approves expenditures and implements budgetary adjustments.
4. Prepares oral and written reports for City Council, City Management and other organizations.
5. Establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
6. Develops technical specifications and requests for proposals for products and services and negotiates with vendors.
7. Analyzes, plans, and participates in the development of capital improvement projects; monitors projects during progress.
8. Assesses needs and develops and implements library programs to meet the needs of citizens, schools and other organizations and agencies on and off site.
9. Plans and makes decisions about the library collection system-wide.
10. Represents the Library System and coordinates assigned activities with other departments, elected officials, outside agencies and members of the public.
11. Provides highly responsible staff assistance to the Library Director; conducts a variety of organizational and operational studies and investigations.
12. Researches and recommends professional development opportunities for staff; attends professional group meetings; stays informed of trends and innovations in the field of library science and public administration
13. Monitors library practices to recommend changes in the automated systems.
14. Responsible for overall collection development and management activities.
15. Oversees and participates in record maintenance and the preparation and presentation of reports and other correspondence; directs the development of forms and documents for staff and the public.
16. May serve as Library Director in his/her absence.
17. Establishes appropriate service and staffing levels and monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.

18. Plans, directs, and coordinates the work plan for assigned service areas; assigns programs and areas of responsibility; reviews and evaluates work methods and procedures; meets with staff to identify and resolve problems.
19. Assesses and monitors work load, administrative and support systems, and organizational structure; directs and implements changes, including staffing patterns.

SECONDARY FUNCTIONS

20. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Library operations and organization, including services, activities, staffing, facilities, and equipment
Theories, principles, practices, and techniques of personnel management and administration
Theories of technology of library science and library administration
Library automation principles and practices, computer equipment, systems and software
Electronic information technologies and library automated systems
Principles and practices of municipal budget preparation and administration as applied to a library system; and, public library funding sources
Publishers, authors, book trade, on-line services and technology
Operational uses and capabilities of automated library data resources
The application of community specific demographics to services

Ability to:

Administer the activities of a central library, a branch library, or a library division.
Resolve problems quickly and independently
Use and design of automated library systems
Plan, organize and manage the activities and staff of multiple functional areas
Supervise, train and develop employees effectively
Perform research, analyze outcomes, make recommendations, implement changes, and evaluate results
Interpret library policies and communicate library services to the public
Monitor and evaluate program outcomes
Communicate effectively verbally and in writing
Establish and maintain effective working relationships with City staff and departments, other agencies, vendors, publishers, professional organizations, and the public
Negotiate with vendors
Evaluate the library collection, determine current trends, and select new materials
Develop and monitor a divisional budget
Research, analyze, and evaluate new service delivery methods and techniques

WORKING CONDITIONS

Office setting. Exposure to potentially hostile persons or situations.

MINIMUM QUALIFICATIONS

Master's Degree in Library Science from an American Library Association accredited University and five years of professional library administration experience including three years of supervisory experience.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.