

Library Manager Series

Library Manager 1 GRADE: 56 CLASS CODE: LIBMGR1

Library Manager 2 GRADE: 64 CLASS CODE: LIBMGR2

Library Manager 3 GRADE: 69 CLASS CODE: LIBMGR3

DEPARTMENT: Public Services

FLSA STATUS: Exempt

UNION STATUS: Represented

REVISED DATE: January 8, 2020

Summary:

Library Manager 1: Under limited supervision and in accordance with approved district-wide library plans and objectives, plans, coordinates, and manages the operations, programs, services, and personnel of an assigned facility within Timberland Regional Library serving a population of less than 10,000 people. The Library Manager 1 is the first level in a three level classification series.

Library Manager 2: Under limited supervision and in accordance with approved district-wide library plans and objectives, plans, coordinates, and manages the operations, programs, services, and personnel of an assigned facility for Timberland Regional Library serving a population of less than 50,000 people. The Library Manager 2 is the second level of a three level classification series.

Library Manager 3: Under limited supervision and in accordance with approved district-wide library plans and objectives, plans, coordinates, and manages the operations, programs, services, facilities and personnel of an assigned facility within Timberland Regional Library serving a population of more than 50,000 people. The Library Manager 3 is the highest level of a three level classification series.

Reporting Relationships and Team Work:

Library Manager 1 and Library Manager 2: Reports to a District Manager or Deputy Director/Public Services.

Library Manager 3: Reports to the Deputy Director/Public Services.

Essential Duties and Responsibilities:

Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

May be assigned any of the following duties:

Library Manager 1:

1. Ensures the effective utilization of library resources and the delivery of high quality library programs and services to the community. Evaluates library service requirements in relation to equipment, facilities, and staffing. Identifies trends in patron use of community library services. Analyzes library service requirements and develops plans for equipment, facilities, and staffing.
2. Hires, supervises, and monitors the performance of assigned personnel; ensures staff and volunteer compliance with TRL's library policies and procedures. Coordinates and provides training to library staff and volunteers.
3. Supervises, coordinates, and directs the delivery of patron services for assigned library facility including outreach services to the local community.
4. Plans, develops, oversees, implements, promotes, presents and evaluates library programs for patrons of all ages.
5. Provides customer service to patrons regarding circulation, reference, technology, and reader's advisory functions.
6. Responds to and resolves disruptive patron incidents and issues impacting library and patron services.
7. Oversees and participates in the maintenance of the local library collection in accordance with established library policies and procedures; ensures library materials appropriately meet the needs of patrons.
8. Coordinates and oversees the maintenance and upkeep of assigned library facilities; ensures facilities are maintained in a clean and safe manner; responds to maintenance emergencies as required.
9. Represents the library within the community; attends and participates in a variety of professional, civic, committee, and/or board meetings. Participates in a variety of district-wide working groups.
10. Participates in the preparation of the library budget and monitors expenditures. Administers the operation and capital expenditure budget for assigned facility and monitors expenditures.
11. Performs other duties as assigned or required.

Library Manager 2:

Distinguishing Characteristics: The Library Manager 2 classification performs all of the duties of the Library Manager 1 classification, plus these additional duties:

1. Manages library operations in a community with a population of more than 10,000.
2. May supervise another supervisor.

Library Manager 3:

Distinguishing Characteristics: The Library Manager 3 classification performs all of the duties of the Library Manager 1 and Library Manager 2 classifications, plus these additional duties:

1. Manages library operations in a community with a population of more than 50,000.
2. Will supervise department supervisors.

Core Skills and Qualities:

Employees are expected to demonstrate the following qualities at all times:

1. Establish and maintain effective working relationships with internal staff, outside organizations, and the general public.
2. Positively reflect TRL's mission, vision, and values to the staff and public.
3. Effective organizational and time management skills, including the ability to multitask, manage multiple projects at the same time and adapt to changing priorities to meet demands of the department.
4. Communicate effectively verbally and in writing.
5. Demonstrate quality customer service.
6. Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent attendance.
7. Demonstrate a positive attitude and flexibility.
8. Work well with others, show respect, contribute to the team.

Required Knowledge, Skills, and Abilities:

Employees are expected to perform or possess the following:

1. Principles and practices of library science.
2. Library operations, programs, and services.
3. Community requirements and issues impacting library services.
4. Collection management principles and practices.
5. Reference and circulation processes and procedures.
6. Computer networks, databases, and software relative to library operations.
7. Supervisory principles, practices, and methods.
8. Customer service standards and procedures
9. Managing and coordinating library operations.
10. Ensuring the delivery of high quality library programs and services to the community.

11. Performing a variety of circulation, reference, and reader advisory functions.
12. Supervising, developing and coordinating the maintenance of library collections.
13. Overseeing the development, promotion, and delivery of library programs.
14. Establishing and maintaining effective working relationships with staff, other libraries, outside agencies, community groups, library patrons, and the general public.
15. Supervising, leading, and delegating tasks and authority.
16. Overseeing and directing library operations within a large public library system.

Technology Requirements:

- Use of office equipment, including but not limited to Personal Computer and related software packages to perform advanced analysis, information retrieval and tracking.
- Keyboard and alpha/numeric data entry skills
- PC navigation skills in a Windows-based environment; ability to connect and print
- Ability to navigate, search and use web functions and software applications (i.e., time and attendance systems, performance reviews)
- Microsoft Office Suite skills (e.g., Outlook, Word, Excel) to satisfactorily complete job responsibilities

Technology Desired:

- Intermediate SharePoint user.

Education and Experience:

Library Manager 1: Bachelor's degree in a related field preferred, and one year supervisory experience; or an equivalent combination of education and experience.

Library Manager 2: Master's Degree in Library Science, and three years library management experience; or an equivalent combination of education and experience.

Library Manager 3: Master's Degree in Library Science, and five years library management experience; or an equivalent combination of education and experience.

Licenses, Certifications, and Special Requirements:

Library Manager 1, 2 and 3:

- A valid Washington State Driver's License.
- Must pass and maintain a criminal background check.
- The ability to work evenings and weekends and to adapt to schedule changes on short notice.

Library Manager 2 and 3

- State of Washington Librarian Certificate is required.

Physical and Environmental Conditions:

- Work is performed in a standard office environment, as well as a library environment and involves regular contact with the public.
- Subject to sitting, standing, walking, bending, reaching and lifting objects up to 40 pounds.
- Must be able to push/pull library carts and lift/carry library materials.
- May be exposed to potentially intimidating and/or unreceptive members of the public.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions with this job.

This and all TRL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Timberland Regional Library is also an Equal Opportunity Employer.