

LIBRARY SERVICES MANAGER

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DEFINITION

Under general direction plans, supervises and participates in the operation of a large or major specialized library function and performs other work as required.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

EXAMPLES OF DUTIES

1. Manages and administers a comprehensive library division that has system-wide impact such as adult services, children's services, branch services, circulation services, or technical services; maintains order and discipline in the observance of Library rules and regulations.
2. Supervises staff, including first-level supervisors and assigns work activities, projects, and programs.
3. Serves as a member of the Library management team; assists in the development and implementation of departmental and division goals, objectives, policies, and priorities.
4. Assesses library services needs in a culturally diverse community; develops and implements services and activities in response.
5. Directs and participates in community programs, both in-house and through community outreach.
6. Compiles and analyzes library activity reports; evaluates library services, programs, systems, and procedures; prepares various reports; recommends changes.
7. Trains, evaluates, and facilitates training for Library staff.
8. Attends and represents the library at professional meetings as required.
9. Writes and administers grants and grant applications on regional, state and federal levels.
10. Assists in division budget preparation and administration.
11. Exercises sound judgment.
12. Maintains effective working relationships with the public and City staff at all levels.

OTHER DUTIES

1. Performs related duties as assigned

WORKING CONDITIONS

- Primarily indoor environment in a publicly accessible building.
- Ambient office sounds and noises such as speaking, working office equipment and software.
- Regular loud talking and other noises made by the public.
- Regular work at non-office environments such as parks, schools, day care facilities.
- Travel to City work sites and community locations to conduct work.
- Frequent evening and weekend shifts.

PHYSICAL DEMANDS

- Ability to push, pull, drag, and lift up to fifty pounds.
- Frequent bending or stooping.
- Dexterity of hands and fingers to operate a computer keyboard and handle library materials.
- Seeing to read a variety of materials.

- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and make presentations

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. Ways to obtain the knowledge and abilities would be through education, work experience, or both.

Graduation from an American Library Association accredited college or university with a Master of Library Science or Master of Library and Information Services Degree and four years of responsible professional public library experience, at least one year of which shall have been in a supervisory capacity. A bachelor's degree in a related field such as education or child development and six years of work experience, at least one year of which shall have been in a supervisory capacity. Graduation from high school or equivalent and eight years of increasingly responsible library experience including one year in a supervisory capacity.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

Special Requirements

Ability to work rotating and/or irregular shifts, including nights, weekends, and to adjust work schedules as needed.

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CL: Human Resources Department

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