

# Library Manager

Dept/Div: Library/N/A

FLSA Status: Exempt

## General Definition of Work

Performs difficult administrative work supervising and assisting in planning, organizing and participating in various financial activities, providing planning and direction of library operations, and related work as apparent or assigned. Work is performed under the general direction of the City Manager. Departmental supervision is exercised over all personnel within the department.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Recruits and selects department personnel; assigns, directs, trains and inspects the work of staff; evaluates staff performance; develops staff schedules; takes action for transfers, promotions, suspensions, terminations, and demotions.

Prepares and submits Annual Report to State Library and ensures the library meets all criteria for accreditation.

Directs and maintains employee and staff training programs; administers organizational impact and cost-saving measures.

Receives, reviews, processes, and develops print and electronic media collections; organizes, maintains, preserves circulation materials; assesses materials for weeding.

Develops and prepares budget proposal for approval that is in alignment with board, administration, and strategic plan goals and objectives; monitors budgets and addresses budget adjustments as needed; prepares grant requests for submission to appropriate non-profit, state, or federal agency; administers disbursement of awarded grant funds.

Monitors, evaluates, and implements continuous-improvement short-term and long-range model services to refine and increase service impact over time; initiates and establishes departmental and organizational policies and goals.

Prepares monthly, quarterly, and annual financial reports for submission to appropriate state agency.

Pursues professional development; advises organizational impact and cost-saving measures; develops and strengthens knowledge by attending workshops and conferences, reviewing professional publications, networking, and participating in professional societies.

Manages system-wide outreach programs; identifies and develops service opportunities and partnerships with governmental agencies, community groups, and organizations.

Manages system-wide summer program that is in alignment with board, administration, and strategic plan goals and objectives; coordinates and executes outreach programs.

## Knowledge, Skills and Abilities

Thorough knowledge of library procedures, methods and techniques; general knowledge of office procedures and records maintenance techniques; skill in the use of library equipment, materials and resources; ability to deal tactfully and courteously with library patrons; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with associates, government officials, and the general public.

## Education and Experience

Master's degree with coursework in library science and information preferred, or a combination of education and considerable experience in library operations and with the public.

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## Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms and repetitive motions and occasionally requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices and operating machines; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Obtain Texas State Library and Archives Commission Small Library Management Training within 3 years of hire.

May require possession of, or ability to obtain, specific licenses and/or certifications.

Last Revised: 03/02/2023