

Assistant Library Manager

JOB TITLE: Assistant Library Manager

FLSA STATUS: Exempt

GRADE: 39

DEPARTMENT: Public Services

APPROVED DATE: 01/1998

REVISED DATE: 04/2015, 02/2021, 02/2022

Job Summary

The Assistant Library Manager participates in the management of ensuring the effective operations and services of a community library, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone. This position will work with people from a variety of backgrounds, build and maintain relationships with library stakeholders and community leaders, and identify ways to best meet diverse customer needs.

This position contributes to the Library District's effective operation, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. 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. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

1. Align behavior with the library's mission, values, and strategic focus in serving a diverse stakeholder community.
2. Provide effective direction to assigned library staff. This includes such actions as: interviewing, selecting, and training staff; scheduling and assigning staff to tasks and services; coaching staff and arranging for or giving continuing training; applying Library District personnel policies and procedures to such matters as granting and scheduling leave, resolving grievances and discipline matters; and promoting and terminating staff members.
3. Perform and supervise effective public service including such assistance as providing readers' advisory and reference services, conducting interviews with customers to determine their needs, locating materials through multiple sources such as on-line bibliographic search tools, reference books and files and broad knowledge of materials both in the Library District and in other libraries and overseeing the work of assigned staff in providing those services.
4. Contribute to the development and maintenance of an appropriate collection of materials for the library by performing such tasks as researching materials available for purchase, monitoring customer interests and requests, assessing the appropriateness of the library's collection to public interests and needs, and recommending materials for selection.
5. Contribute to the effective operation of the library by serving as building head in the absence of the library's manager and by performing such support services as representing the library at various meetings, by serving on work committees as assigned and by compiling and preparing reports on library operations as assigned.

Additional Duties and Responsibilities

1. Represents the library in the community as required.
2. Serves on various library committees as assigned.
3. Coordinates library volunteers as needed.
4. Prepares correspondences and reports.
5. Trains new staff as needed.
6. Attends meetings, trainings, and workshops as assigned.
7. Assists with special projects as required.
8. Perform other duties as assigned.

Supervision

This position reports to a Library Manager. Supervising the work of others is a substantial part of the job and may involve directing the work of circulation staff, librarians, and others in clerical, paraprofessional and profession-based positions. This position is expected to serve in charge of a library building in the absence of the Library Manager.

Knowledge, Skills, and Abilities

1. Thorough knowledge of established practices and procedures for library operation and administration.
2. Knowledge of library resources, programs, and services in a public library.
3. Knowledge of advanced reference and bibliographic search methods and systems, collection management, fiscal administration, and community relations.
4. Strong customer service skills.
5. Strong organization and attention to detail.
6. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
7. Ability to communicate with diverse audiences.
8. Ability to work independently and to set priorities.
9. Ability to work cooperatively and maintain effective interpersonal skills with the public and coworkers.
10. Ability to handle and resolve disruptive behavior effectively.
11. Ability to operate computer systems including hardware and software, such as Microsoft Word, electronic databases, email, and internet navigation in addition to other office equipment and security systems.
12. Ability to provide a valid driver's license from the State of Washington required.

Education and Experience

Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:

1. Master's degree in library science from an accredited university is required.
2. One to three years related professional librarian experience required or equivalent combination of technical training and related experience.

3. One year of supervisory or management experience required.
4. Provide a Washington State Librarian certificate within 60 days of hire.

Physical and Environmental Conditions

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent must identify and organize library materials such as books, audiobooks, and DVDs based on small-print numbers and alphabetical characters on spine labels; operate computers for extended periods of time; remain stationary at times and move about the building or outdoors at others. An incumbent may occasionally move objects or materials weighing up to 35 pounds.

While performing the duties of this job, the incumbent must communicate with coworkers and members of the public. There are regular interpersonal contacts with staff members and customers. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.