

Library Manager I

JOB TITLE: Library Manager I

FLSA STATUS: Exempt

GRADE: 39

DEPARTMENT: Public Services

APPROVED DATE: 01/1998

REVISED DATE: 06/2021, 02/2022

Job Summary

The Library Manager position is responsible for ensuring the effective operation and services in an assigned community library. This position will work with people from diverse backgrounds, build and maintain relationships with library stakeholders and community leaders, and identify ways to best meet diverse customer needs. Oversees circulation of library materials, display areas, library programming, reader's advisory, reading programs, and facilities maintenance. Performs much of the day-to-day work of the library alongside other staff members, but is regularly in charge of the library and its operation including the supervision of library staff.

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. Aligns behavior with the library's mission, values, and strategic focus in serving a diverse stakeholder community.
2. Manages the assigned community library to provide effective and efficient service to its customers to include the planning, developing and directing of services and programs that meet the needs of the library's service area and promote the mission and objectives of the Library District.
3. Directs customer service for the library to include overseeing and performing effective reference, circulation, and reader's advisory services; addresses customer concerns and resolves complaints as needed.
4. Provides effective direction to assigned staff to assure the quality and efficiency of areas of responsibility including managing and supervising department staff; monitoring and evaluating job performance; overseeing staff training and development.
5. Oversees collection maintenance and display areas to include weeding the collection as well as reallocation of library materials.
6. Oversees the planning, promoting, and presenting of library programs for a variety of customers.
7. Assists with resolving building maintenance issues and customer technology issues as needed.
8. Performs effective community relations with key stakeholders in regards to the promotion of library activities to enhance the public stature and raise awareness of the library as a significant community partner.
9. Assures the fiscal soundness of the operation of the assigned library to include the assisting in developing or participating in the development of operating and capital budgets, monitoring and reporting expenditures compared to budget, directing daily accounting transactions for the library, and reviewing and recommending purchases.

Additional Duties and Responsibilities

1. Serves as primary contact with city staff, liaison to local library board, and staff support for local Friends of the Library as required.
2. Oversees library meeting room scheduling for staff and community as needed.
3. Manages library display cases and display areas.
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 District Manager. The position supervises para-professional and clerical branch staff. Position may direct work activities of a librarian assigned to the library on a part-time basis.

Knowledge, Skills, and Abilities

1. Thorough knowledge of established practices and procedures for an integrated library system (ILS).
2. Thorough knowledge of library operations and administration, reference and bibliographic search methods and systems, as well as collection maintenance.
3. Knowledge of basic accounting transactions.
4. Knowledge of operating and capital budgets.
5. Strong customer service and communication skills.
6. Strong organization and attention to detail.
7. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
8. Ability to work independently and to set priorities.
9. Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
10. Ability to communicate effectively with diverse audiences.
11. Ability to handle and resolve disruptive behavior effectively.
12. Ability to make presentations to a variety of public groups.
13. Ability to drive and hold a valid Washington State driver's license or to arrange independently for such travel.
14. Ability to operate relevant 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.

Education and Experience

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

1. Associate's degree required, or any combination of experience and training which provides the applicant with the knowledge, skills, and ability to perform the work as required. Bachelor's degree preferred.
2. One year of related library experience required or equivalent combination of technical training and related experience.
3. One year experience of supervisory or management experience required.

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 of incumbents 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; remain stationary at times and move about the building or outdoors at others; and operate computers for extended periods of time. An incumbent may occasionally move objects or materials weighing up to 35 pounds.

There is constant interpersonal contact with staff members and with customers of various ages and social groups. These contacts and situations are deemed to be generally safe, but require incumbents to be cordial, helpful, and skilled in effective interpersonal skills with others both in the public and within the Library District. At times, these interactions may involve hostile, disruptive, or disgruntled members of the public. These conditions are not deemed to be inherently dangerous but may be disagreeable on occasion.

Incumbents may travel to various sites in all kinds of weather and traffic conditions. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to make independent arrangements for such transportation.