

*Class Code: 1016*  
*FLSA: Exempt*  
*EEO Category: Officials and administrators*  
*Bargaining Group: Non-Represented*

## **Library Services Manager**

### **JOB SUMMARY:**

Plans, organizes, staffs, directs and coordinates all library services including working with the Library Board in recommending Library policies and programs to the City Manager; monitors public need and reactions to library services; provides recreational, cultural and educational materials and programs for library patrons; develops and administers department budget.

### **ESSENTIAL JOB FUNCTIONS:**

(Any single position of a class will not usually involve all of the essential duties listed, and many positions will involve essential duties which are not listed.)

Sets overall policy and direction for all library programs/services through communications with staff, managers, citizens requests, Library Advisory Board, City Departments, and City Manager's office.

Develops and administers the library budget; obtains input from subordinate management staff.

Assures that internal management of library system meets goals and objectives through hiring and promotion of quality personnel, open communication with staff and other city departments.

Assure that the library system provides the best possible service given the level of funding by providing a balanced collection, ensuring that all publicity foster a positive image of library and City, and by providing outreach to those not able to use the services of the central and branch library.

Manages all library employees, including hiring and terminations; evaluates and conducts performance appraisals of management staff.

Plans long-range goals, objectives, organizational structure, and overall direction for the department.

Assures planning for library services and programs is accurate and ongoing through the use of current stated goals, current Library Development Plan, Library Board, staff and citizen input.

Plans, allocates, and monitors time, people, equipment, and other resources for the library to ensure efficient organization and completion of work; selects, supervises, trains and evaluates staff.

Assures interaction with the City Manager is supportive of city goals by regular reports, creation of clear and concise agenda items, and regular communication to City Manager's office.

Represents the Library at meetings with City staff as needed to provide accurate information for the library staff and to the City staff on library matters.

Represents the City and Library with external committees/groups such as Polk Marion Yamhill Librarians, Chemeketa Cooperative Regional System Advisory Council, Oregon Library Association, and Oregon State Library, etc.

Acts as the Library Advisory Board liaison, assuring communication between Board, staff and City.

Acts as the Library Advisory Board Secretary and staff liaison, working with staff and Foundation members to plan special events and other fundraising activities.

Oversees the day to day activities of Foundation funded Community Relations/Volunteer coordinator, ensuring all press releases and other publicity accurately reflects library programs and goals.

Represents the Library on internal committees for the City.

Prepares and submits a variety of reports, surveys, agenda items, and grant proposals.

Prepares agendas and chairs regular meetings with library management and staff such as weekly management team meetings, monthly all-staff meetings, and occasional meetings with staff standing and special committees.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Answers patron complaints and questions concerning library services.

Answers questions and gives interviews concerning library services, funding and policies to the media.

Provides overall budgeting direction for Library System.

Authorizes purchases and monitors expenditures.

Identifies, applies for and manages supplementary funding through grants, service clubs, and other support organizations.

Attends meetings and various training seminars and conferences as needed.

Performs other duties as required by City Manager and Deputy City Manager.

## **MATERIAL AND EQUIPMENT USED:**

Desktop computer, Library automated computer system

Miscellaneous office equipment, i.e. – fax, phone, copier, calculator, etc.

Networked client/server and Internet-based computer systems

## **MINIMUM QUALIFICATIONS REQUIRED:**

### **Education and Experience:**

A four year degree in Public or Business Administration or a related field; AND

Five (5) years of experience of progressively responsible professional library experience, including two – three (2 - 3) years of management and supervisory experience, which demonstrates considerable knowledge in the principles and practices of general administration and supervision, and extensive knowledge of the methods, policies, practices, principles, and procedures of professional library work or in a related field; OR

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

A Master's degree from an accredited college or university in Library/Information Science is preferred;

### **License(s) and Certification(s):**

None required.

## **KNOWLEDGE AND ABILITIES:**

### **Knowledge of:**

Contemporary office practices and procedures and office software products.

Practices and principles of library administration.

Long-range planning.

Budgeting.

Community Interests.

Modern public library technology.

City Network, e-mail, FIMS, and Internet usage.

City Human Resources Policies, union collective bargaining agreements, and Oregon Revised Code.

**Ability to:**

Communicate effectively verbally and in writing to a wide range of individuals.

Develop and maintain effective interpersonal relationships.

Resolve politically sensitive issues.

Speak and present effectively in front of large groups.

Plan, organize, train and direct activities of professional and technical library staff.

Supervise staff and the work of staff.

Work independently and make decisions with minimal supervision.

Analyze data and formulate procedures, policies, or programs.

Comprehend and apply concepts for enhancement and efficiency of department and general operations.

Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.

Maintain required work hours and attendance.

**WORKING ENVIRONMENT:**

Work is performed in an office setting during standard business hours with occasional evening meetings. Work involves mental concentration on details, reacting to interruptions and changes in priority, operating a variety of modern office equipment including personal computers and analyzing information generated by computers. Work may involve participating in a variety of meetings at varying locations.

Sit, keyboard, read, write, hear and speak for extended periods.

Stand occasionally for extended periods.

Bend, kneel, stoop or climb stairs.

Lift up to 10 pounds.

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Human Resources Director

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The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.