

LIBRARY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Serves as head of a library serving a population from 2,500 to 7,499. This position involves responsibility for library functions and administrative tasks. The work involves carrying out library policy as determined by the library board and standard practice. Also works with Public Library System Librarians in planning and implementing library services. Direct supervision is exercised over other library personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Selects materials for acquisitions using standard review sources and library system aids;
- Performs informational, reference and referral services; may direct complex questions to the central library or system;
- Recommends building repairs and alterations;
- Conducts library programs on subjects of community interest;
- Works with system Librarians to evaluate the effectiveness of the library's services in relation to the changing needs of the community;
- Recommends changes or additions to library services to the board;
- Administers personnel policy;
- Recommends appointments, promotions, and disciplinary actions;
- Prepares budget estimates and monitors expenditures;
- Represents the library at community and group meetings;
- Recommends and administers public relations programs;
- Recommends and administers policies on the purchase and weeding of library materials;
- Attends library system workshops and professional meetings;
- Conducts staff meetings;
- May evaluate technological resources and make recommendations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of library services and procedures;
- Good knowledge of library materials and their use;
- Good knowledge of personnel and budget administration;
- Ability to use library computer and audio visual equipment;
- Ability to carry out library policies and procedures;
- Ability to train library staff;
- Ability to plan, coordinate, and supervise the work of others;
- Ability to exercise leadership and motivate others;
- Ability to establish effective working relationships with community organizations;
- Ability to express oneself clearly both orally and in writing;
- Tact and courtesy;
- Physical condition commensurate with the position.

MINIMUM QUALIFICATIONS:

For populations serving between 5,000 and 7,499:

Graduation from a regionally accredited or New York State registered college or university with at least a Bachelor's Degree and one (1) year of professional experience in administering not-for-profit, government, education, human services, or library services. Equivalent volunteer work in a library can be substituted for professional experience.

For populations serving 2,500 to 4,999:

Completion of sixty (60) credit hours from a regionally accredited or New York State registered college or university and one (1) year of professional experience in administering not-for-profit, government, education, human services, or library services. Equivalent volunteer work in a library can be substituted for professional experience.

Juris. Class: Competitive

ACCS Adopted: Reviewed and readopted by ACCS resolution on 2/10/11

Revised: 03/05, 8/10