



City of Lake Oswego, Oregon

Job Description

LIBRARY MANAGER

FLSA Status: Exempt

Union Representation: Non-represented

Salary Grade: 546

Job Code: 5030

Summary

As a member of the Library's senior management team, plans, organizes, and directs the activities and personnel of an assigned library division. Responsibilities include preparing and managing division budget, scheduling and supervision of staff, delivery of division-specific programs and presentations, reviewing and selecting library materials. May represent the Library on city, county, regional and state committees and associations. Specialized area of assignment may include Youth Services, Circulation Services, Technical Services, and Reference Services.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Manages a library division. Develops, reviews, approves and implements section work plans, services, policies, procedures and reports. Sets performance standards. Measures and evaluates performance and program effectiveness and takes action for improvement as necessary. Authorizes payments to vendors, program providers, and consultants.
2. Supervises and provides direction and technical assistance to assigned support staff, including prioritizing and developing work plans, evaluating staff performance, monitoring progress on projects, interpreting policies and procedures, establishing standards, making hiring and termination recommendations, making pay rate change recommendations and providing training and development for staff.
3. Provides input to the Library Director on Library policies and procedures affecting operation of the entire Library. Assists Library Director by managing projects that involve more than one Library division.
4. Develops, coordinates and supervises the delivery of service to Library users within a specialized area of assignment. Seeks patron input and evaluates effectiveness of services provided and initiates changes to enhance quality and efficiency.
5. Selects new library material in accordance with professional practices and standards. Maintains quality of library collections including weeding, as necessary.
6. Coordinates and oversees promotional programs. Works with public and private organizations and schools in promoting City Library services.

7. Prepares, recommends and monitors budget for division. Provides explanation for variances. Participates in citywide budget process as required.
8. Develops work plans, timelines and resource allocations for assigned projects. Monitors progress to ensure objectives are met.
9. Provides direction and set standards for excellence in internal and external customer service. Models professional and courteous behavior utilizing creative problem solving techniques.
10. Represents the Library, division and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Makes presentations and provides comment and testimony.
11. Serves on or provides support to a variety of committees, task forces and advisory groups as necessary.
12. May serve as the acting Director and provide leadership in emergency situations.
13. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Management theories and principles.
- Budgeting theories and principles.
- Practices, tools and techniques for management of assigned library division.
- Book selection tools and library cataloging and classification systems.
- Strategic planning methods with an emphasis on services related to library management.
- Public library service delivery.
- State and federal laws governing library sciences.
- Alternative funding sources.
- Technology including computers, CD ROM, on-line bibliographic/information databases, and related software packages.
- Personal computers and related software applications.

Skills and Abilities to:

- Manage the assigned division and staff.
- Manage the operations and budget of a division.
- Manage multiple projects and programs.
- Apply excellent internal and external customer service skills.
- Communicate effectively both orally and in writing.
- Make presentations and develop reports that may include technical information.
- Apply management theories and practices to assigned responsibilities.
- Prepare budgets.
- Track and record expenditures.
- Make presentations.
- Write reports, press releases, and grants.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a Master's degree in Library Science, and five years experience as a professional librarian, including three years in a specialized area of assignment and two years in a supervisory or lead worker role, or an

equivalent level of education and work experience sufficient to successfully perform the essential duties of the job such as those listed above. Specialized area of assignment may include Youth Services, Circulation and Technical Services, and Reference Services. Youth Services has a special emphasis on children's and young adult literature and programming, and considerable knowledge of children's and young adult library services. Circulation and Technical Services is an area with specialized experience in automated library services and processing of library materials which requires a working knowledge of Dewey decimal classification and Anglo-American Cataloging Rules 2. Reference Services is an area with specialized experience with reference tools used in a library environment, and on-line searching techniques.

Licensing and Other Requirements:

Some positions in this classification may be required to possess a valid driver's license and ability to meet the City's driving standards.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director **Date**

Human Resources Director **Date**

Employee **Date**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.