



LIBRARY MANAGER

Department: **Community Services**

Class Code: **23**

Reports to: **Library Director**

FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under direction of the Library Director, manages and supervises library staff and services. Supports the goals and objectives of the Library Director.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Directs, manages, plans and implements library services; enforces library policies and procedures.
- Directly supervises library staff; sets work priorities; monitors work; evaluates staff performance; responds to questions from staff; handles staff discipline with direct input from the Library Director.
- Directs and assists library volunteers.
- Oversees aspects of library collection and development.
- Purchases library materials.
- Manages the Circulation Desk; checks materials in and out to patrons; answers patron requests; places patron holds; answers phone renewals and reference questions; processes library card applications; processes out door and internal book drops; files and shelves books and videos; manages money for library fines and ongoing library book sales.
- Develops and implements community library activities.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Master's degree in Library Science and five years of experience in library services.

Required Licenses or Certifications:

None.

Required Knowledge of:

- Principles and practices of professional library operations.
- Principles and practices of effective employee supervision.
- Principles and practices of library services and programming.
- Dewey Classification, circulation and cataloging
- Library automated systems.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Create and deliver various children’s programs and services.
- Present programs to large groups.
- Perform research.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of library software.

Physical Demands / Work Environment:

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 15 pounds.

Core values: Integrity . Teamwork . Respectful Communication . Service . Leadership . Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
FLSA Designation		11/20/2016			Non-Exempt	
Comp Classification		05/01/2017		21	Non-Exempt	
		07/2019		23	Non-Exempt	

APPROVED: Human Resources

DATE: 8/21/2019