

Department: Essex Co. Public Libraries
Classification: Competitive
Grade: Ungraded

SPEC DISK FA
DOCUMENT 18

LIBRARY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for simple 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.

TYPICAL WORK ACTIVITIES: *(Illustrative only)*

Selects materials for acquisitions using standard review sources and library system aids;
Performs simple informational, reference and referral services, and directs 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 in library services to the board.
Administers personnel policies established by the board;
Prepares preliminary budget estimates for the board;
Represents the library at community and group meetings;
Recommends and administers public relations programs;
Administers policies on the purchase and weeding of library materials;
Attends library system workshops and professional meetings;
Conducts staff meetings;
Recommends appointments, promotions, and disciplinary actions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of library services and procedures;
Working knowledge of library materials and their use;
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 to groups and individuals;
Skill and accuracy in the performance of technical library tasks;
Tact and courtesy in dealing with staff and public.

LIBRARY MANAGER - Continued

MINIMUM QUALIFICATIONS: Either

- (a) Completion of 60 credit hours from a regionally accredited college or university or one recognized by the N.Y.S. Education Department and one year of paid experience involving maintenance of accounts and records.**
- (b) Graduation from high school or equivalency and two years of paid experience involving maintenance of accounts and records.**
- (c) An equivalent combination of training and experience defined by the limits of (a) and (b).**

Revised: 12/19/02