

LIBRARY MANAGER

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

TYPICAL WORK ACTIVITIES:

Oversees collection development by selecting library material for acquisition;
Administers personnel policies established by the library board;
Attends library system workshops and professional meetings;
Prepares preliminary budget for board approval and supervises expenditure of library funds;
Represents library at community meetings and committees;
Prepares statistical and narrative reports to the board, the state, local government and the community;
Conducts staff meetings and staff training sessions;
Recommends building repairs, new services and automation acquisition to the board;
Prepares grant proposals;
Develops, recommends and implements new policies, programs and/or services for board approval;
Recruits, trains, supervises and evaluates employees;
Provides reference and reader's advisory services to library patrons;
Keeps informed of professional developments in the field through meetings, workshops, professional materials and continuing education courses.

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; ability to perform technical library tasks.

MINIMUM QUALIFICATIONS: For libraries serving populations of between 2,500 and 4,999, completion of two years of college (60 credit hours) from a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable practices.