LIBRARY MANAGER: CIRCULATION SERVICES

POSITION: LIBRARY MANAGER, CIRC SERVICES
CLASSIFICATION: NUGR 23
REPORTS TO: Library Director

NATURE OF WORK:
The library manager performs professional level work under the general oversight of the library director. As a member of the administrative team, the library manager assists the Library Director in establishing and directing library policies and procedures which carry out the library’s goals and objectives and meet the needs of the library’s patrons. A Library Manager responsible for the administration and operation of a specific department such as reference services, youth services, adult programming services, technology services or technical services. The work in this position requires the application of professional knowledge and skills commensurate with the MLS degree and experience at the librarian level.

DUTIES AND RESPONSIBILITIES:
- Serves on the administrative team. Recommends and develops library policies and procedures which carry out the library’s goals and objectives and meet the needs of the library’s patrons.
- Develops and administers department policies and procedures in accordance with existing library-wide policies and procedures.
- Responsible for developing and providing library programming for various audiences and groups within the community.
- With other Library managers, responsible for development of the library’s collections, including establishing collection development policies, selection, weeding, etc.
- Responds to patron inquiries and requests and resolves problems, concerns or complaints.
- Develops, trains, supervises and motivates the department staff to carry out library and department policies and procedures.
- Performs advanced professional duties in the department and backs up other professional staff as needed, including reference and research work, cataloging and classification, circulation, youth services, programming, etc.
- Serves as manager-in-charge when only one library manager is on duty.
- Continues professional growth by reading and/or writing professional literature, participating in library workshops and conferences, chairing regional, state or national library meetings and/or local community committees or programs.
- Performs routine circulation desk duties as necessary.
- Oversees return of books and materials to shelves or storage places.
- Oversees billing and collections operations.
- Supervises the circulation of the library collection of books and non-book materials.
- Performs other related duties as assigned.

ABILITIES AND KNOWLEDGE REQUIRED:
Experience/Education: Master’s Degree in Library Science (MLS) from an accredited ALA institution and superior knowledge of some aspect of librarianship gained from
experience as a librarian in a public library. Has a thorough knowledge of contemporary bibliographic-maintenance standards and practices, including the Anglo-American cataloguing rules, Dewey decimal classification, Library of Congress subject headings, OCLC/MARC records, and library automation.

- Ability to assist patrons in their searches including retrieving and reshelving all types of materials from all storage areas throughout the library.
- Ability to form effective working relationships with staff and general public.
- Ability to plan, assign, and review work of subordinate employees.
- Ability to communicate effectively both orally and in writing.
- Ability to use considerable independent judgment and to exercise superior knowledge of some aspect of librarianship.
- Ability to manage emergency situations affecting staff, patrons or property.
- Considerable knowledge of the principles and practices of public library functions and the ability to apply these principles to solve practical problems in situations where only limited standardization exists.
- Demonstrated knowledge of the principles and practices of public administration as applied to library service, including supervisory methods, work delegation, scheduling, evaluating performance and building morale.
- Proven ability to make decisions in an environment of limited resources and competing claims.
- Highly self-motivated, creative, flexible and able to prioritize tasks and work independently.
- Proven ability to establish and maintain effective working relationships with supervisors, subordinates, associates and officials of other agencies and the general public.
- Special abilities may be required for some jobs; such as computer and Internet literacy, database searching knowledge, in-depth knowledge of children’s literature and services, etc.
- Must be able to work some nights and weekends; and flexible enough to switch when necessary.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls and to reach with hands and arms. Hand-eye coordination is necessary to operate computers and various office equipment. The employee is occasionally required to climb or balance; stoop, kneel or crawl.

The employee must occasionally lift and/or move objects of 40 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Full-time (40 hrs/wk), benefited position with an annual salary range - $68,000 - $86,000

Please send a cover letter and resume to krieger@councilbluffslibrary.org by September 15, 2020