

ORGANIZATION: City of Sherwood	DATE: 2014
LOCATION: Sherwood, Oregon	
DEPARTMENT: Library	
FLSA STATUS: Exempt	
JOB TITLE: Library Manager – Pay Group F	

PURPOSE OF POSITION:

Plan, manage and oversee the delivery of library services within the City. Supervise library personnel, through subordinate supervisors, in the performance of their duties. Attend related meetings and training. Communicate with public in matters pertaining to library functions. Ensure adequate maintenance of library facilities. Serves as City representative on the Washington County Cooperative Library Services Policy Group.

ESSENTIAL JOB FUNCTIONS:

Establish departmental goals and objectives. Plan and develop collections, library-related programs, services and activities based on analysis of City growth, usage patterns, workload, staffing levels, patron requests and related legislative issues to provide appropriate library services to the community.

Evaluate, develop and implement programs, policies, procedures and goals to improve the effectiveness and efficiency of department responsibilities. Develop long-range plans for library services to the community.

Prepare and present initial budget request. Monitor and approve expenditures for compliance to approved budget. Review and approve budget requests and purchase orders within the department. Develop grant requests and solicit funds for special projects.

Work with Library Advisory Boards to develop policies and long-range goals. Attend City Council, Library Advisory Boards and various other meetings, providing input and receiving direction or other information.

Represent the City at public forums. Attend various community groups, professional and civic organization meetings to communicate Library policies and programs and develop goodwill. Participates in community and professional meetings to discuss and act on library issues.

Provides guidance, training and direct supervision of professional librarians. Conducts performance evaluations of professional staff and initiates appropriate actions, as required, including coaching and development. Hear grievances and administer disciplinary action. Interview and effectively recommend hiring and termination actions. Ensure provision of adequate training within department.

Exhibit leadership to staff and fellow employees. Create an environment in which employees are focused on and produce excellent quality results and customer service.

Prepare, present and/or arrange for internal and external staff development and training programs.

Plans and conducts staff meetings to gather data, inform, instruct and address current and upcoming community, patron and employee issues.

Prepares statistical data, monthly reports and other reports as required by the City, County and State.

Maintain proficiency by attending conferences and meetings reviewing reports, reading professional journals and meeting with others in the library field.

Perform professional librarian duties, e.g. evaluate, select and order new materials; classify and catalog materials; provide reference services; determine withdrawals from circulation; etc.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Broad knowledge of the principles, practices and philosophy of public library administration, current methods and principles governing the selection, acquisition, cataloging, processing, maintenance and circulation of print and non-print materials, reference and outreach practices. Knowledge of statutes and ordinances governing public library service. Completion of an ALA accredited Master's of Library Science program and five years professional experience including supervisory/management experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: None.

DESIRABLE REQUIREMENTS: Previous experience working directly with a Library Advisory Board.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

Usual library working conditions. The noise level in the work area is typical of most library environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES:

Responsible for over two and seldom over six FTE, including subordinate supervisory personnel.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

SUPERVISION RECEIVED:

Works under the general direction of the Community Services Director.