

# Community Library Network<sup>®</sup>

KOOTENAI & SHOSHONE COUNTIES

## Job Description

### **LIBRARY MANAGER (Full time)**

FLSA Designation: exempt

Board Approval: 01/21/2016

Mission Statement: We empower discovery

Vision: The Community Library Network is a flexible, collaborative, and continuously learning organization

### **General Statement of Duties**

Manages daily operation of the community library. Complies with and implements library policies and procedures pursuant to guidelines established by the Administrative Team and Board of Trustees. Works in partnership with community organizations and supports District wide initiatives.

### **Position Summary**

The Library Manager oversees the day-to-day operations of a community library in an efficient and effective manner. Principal duties are performed in general office, library and community environments.

In addition, this position:

1. Recruits, hires, supervises, trains and evaluates circulation staff
2. Identifies and strives to meet the recreational and informational needs of the community
3. Interprets District policies, directives and Board decisions to staff and members
4. Serves as community liaison and District representative to organizations and businesses
5. Identifies and pursues appropriate professional development for self and staff
6. Exercises independent judgment and initiative as appropriate
7. Serves as the first contact for building issues, including those that occur after hours
8. Reports to and is supervised by the Administrator for Public Services

### **Examples of Work**

- Applies District policies and procedures in a patron-focused environment
- Resolves member and staff complaints, problems and conflicts
- Models positive District message for staff and members
- Promotes library services through attendance at public meetings and special programs
- Maintains the library collection, reviews donations of materials, suggests materials for purchase, and weeds collection under supervision of the Collection Development Librarian
- Assists members in the use of library collections, provides basic reference service, facilitates interlibrary loans, and works circulation as needed
- Performs or assigns responsibility for routine maintenance on computer systems in cooperation with District Information Technology Coordinator
- Monitors library building and grounds to ensure safety
- Collects, reconciles and reports monies received

## Job Description

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- Collaborates with Youth Services personnel and promotes YS programs
- Develops and delivers presentations

### **Other Duties and Responsibilities**

- Performs special assignments as directed by the Administrative Team
- Coordinates and evaluates all programming with appropriate District personnel and promotes library programs to appropriate audiences
- Schedules and supports adult programming; may serve as substitute for Youth Services Programs
- Participates in community activities
- Must be willing to work nights, weekends and some holidays

### **Knowledge, Abilities, and Experience**

#### Knowledge of:

- Library Management and supervisory principles, methods and techniques
- Customer service principles, practices and objectives
- Reader interest levels
- Programs and service development to meet community needs
- All computer programs, equipment and systems used by Community Library Network including, the Integrated Library System, LiLI Databases and all other Library databases available to patrons and staff
- Leadership principles and team building

#### Ability to:

- Effectively advocate for District library service
- Follow oral and written instructions
- Elicit community and civic organizational support for library programs and services
- Establish and maintain effective working relationships with staff, volunteers, patrons and the general public
- Direct and lead staff, facilitate professional growth, motivate and inspire coordinated team effort, and create positive staff morale
- Manage time, schedules and priorities to maximize productivity
- Communicate effectively both orally and in writing
- Speak, read, write and understand the English language

**Acceptable Experience and Training**

- Bachelor's degree from an accredited four year college or university
- Minimum of 1 year supervisory experience
- Minimum of 1 year working with the public preferably in a library setting
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

**Special Qualifications**

Valid driver's license is required

**Performance Aptitudes**

The following requirements may be met with or without reasonable accommodation:

Physical Ability: Tasks require the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light to moderate weight (25 to 50 pounds). Tasks may involve extended periods of time in seated position and at a keyboard or workstation.

Project Management: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.

Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Position requires professional social and interpersonal communication skills, requiring significant internal and external interaction.

Technology: Position requires the ability to understand and effectively apply information technology. Applicant must possess the ability to deal with District emergent technologies.

Reasoning: Position requires the ability to exercise judgment, decisiveness, and innovation in situations involving evaluation of information.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.