LIBRARY MANAGER - OPERATIONS

Purpose:

To actively support and uphold the City's stated mission and values. To coordinate a variety of advanced level professional duties in providing technical direction and support for the systems, the Catalog and Circulation Services functions of the library.

Supervision Received and Exercised:

Receives direction the Deputy Community Services Director – Library and Cultural Services or from other supervisory or management staff.

Exercises direct supervision over professional, paraprofessional, technical and clerical library staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Serve as system administrator for integrated library software system (ILS); train staff in operation of system; install software upgrades and resolve system problems with ILS vendor.

- Maintain online catalogs and peripheral systems; maintain and perform quality control for all data in ILS.

- Administers library public computer network in the main library and at outreach centers; develop PC models; evaluate, install, and maintain software and hardware; maintain PC reservation systems, PC security systems, public network internet filter, and software upgrades and updates.

- Contact for third-party system vendors, including materials security, self-checkout, public printing, and time management systems; maintain electronic interfaces with those systems.

- Technical contact for electronic resource vendors; maintain and troubleshoot electronic interfaces with external resources.

- Contact with library collection agency; compile and submit collection reports.

- Liaison between library staff and IT staff; first point of contact for library staff with issues related to both staff and public electronic systems; resolve problems with those systems; communicate information about electronic systems to library staff.

- Work with IT staff to develop and implement solutions for library; monitor developments and best practices in field of library systems.

- Participate in development of requests for proposals for library products and services.
- Compile and prepare monthly statistical report; prepare other reports as required.

- Develop the Catalog Services work plan; prioritize and schedule work activities, projects and programs; monitor work flow; review and evaluate work of staff.

- Select cataloging staff; work with employees to correct deficiencies; implement discipline procedures.

- Train staff in the concepts, rules, and practices of cataloging and classification; train staff in the operation of online library systems and other electronic systems

- Develop polices and procedures to facilitate cataloging and classification of materials; catalog and classify print and non-print materials. Monitor developments and best practices in field of library cataloging and classification.

- Respond to cataloging related inquiries or problems from other staff; respond to and resolve patron inquiries as related to cataloging.

- Oversee library processing supplies budget.

- Supervise inventory of library collections; supervise interlibrary loan operations.

- Represent the Tempe Public Library at professional meetings and conferences.

- Serve as the library building supervisor in the absence of the Deputy Community Services Director – Library and Cultural Services.

- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Two years of technical library experience performing cataloging duties and/or library computer systems and software applications including at least one year of supervisory experience.

Education:

Equivalent to a Bachelors Degree from an accredited college or university with major course work in liberal arts, library science, computer science or a related field. A Masters degree in Library Science is preferred.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 340

Status: Exempt/ Classified