LIBRARY MANAGER

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and supervise library operations within the Adult Services, Youth Services, Bibliographic Services, or Computer Access Center Programs; and to perform a variety of technical tasks relative to the assigned program.

Supervision Received and Exercised:

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

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

Essential Functions:

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

- Plan, assign and monitor the work of professional, technical and clerical staff in assigned program.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for program; implement policies and procedures.
- Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Answer reference questions and assist patrons doing research in utilizing documents and materials in assigned program; respond to patrons' needs and complaints.
- Review, evaluate and recommend purchase of books, audio-visual materials, and electronic resources for inclusion into regular reference or circulating library collection; evaluate and weed books and audio-visual materials from collection.

- Keep abreast with professional developments and current events; read journals, peruse books, bibliographies and other media to develop expertise in assigned subject area.

- Develop communication with other agencies, libraries, and key people in the community.

- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.

- Assist in the implementation of the library's strategic plan.

- Coordinate public relations activities for assigned program including the preparation of press releases and the design and production of brochures and fliers.

- Represent the Tempe Public Library in the community and at professional meetings as required; perform outreach work to the community, community organizations, and schools.

- Compile performance reports and statistics of the program relative to patron activity.

- 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:

Three years of professional library experience. Some supervisory experience is desirable.

Education:

Possession of a Master of Library Science degree from an American Library Association accredited college or university.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

Competences:

(Pending)

Job Code: 341

Status: Exempt/ Classified