

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Library Services Manager	Job Code: 3007
Date: October 30, 2017	EEOC Code: OA
FLSA Designation: Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is administrative and supervisory work as head of a major library division.

CLASSIFICATION STANDARDS: Positions assigned to this classification are responsible to the Director of Library Services and perform work under general and infrequent direction. This work is distinguished from lower-level library classifications by its responsibility for the operation of a major library division, supervision of professional and paraprofessional employees, management of a significant budget, and library-wide responsibilities on the library management team.

ESSENTIAL DUTIES: Serve as a member of the management team and share responsibility for library program planning and decisions; oversee and take responsibility for the effective performance of a major library division; research, develop, and submit a timely and accurate division budget and monitor it throughout the fiscal year; plan, develop, recommend, and implement division services and programs; conduct equipment purchases; may help develop grant proposals and serve as project manager for selected grants.

Prepare and submit various reports to state and local officials as needed; maintain division records; promote and communicate services to interested groups and individuals; oversee the maintenance and circulation of an optimum collection of electronic, printed, and audio-visual materials and services; assist public with research and reference materials; offer suggestions on various readings; provide tours; oversee large library programs and events; host lectures and outreach programs; assist library patrons in selecting, locating, and using library materials and equipment; maintain regular contact with other employees, the general public, local schools, and other public libraries; attend staff meetings; read professional journals; perform research; attend conferences, seminars, and other training sessions; may help coordinate volunteer work.

Direct activities of assigned staff, including, hiring, firing, scheduling, training, and disciplining; ensure division compliance with federal, state, and local laws and regulations; organize training seminars for department staff; measure staff effectiveness through various tools, and implement changes to improve services; develop and train subordinates in skills needed for future automated library services; develop, monitor, and implement timely and accurate goals, objectives, budgets, schedules, plans and other operating practices, rules, and regulations; ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and enact rewards and discipline, if needed; assist other staff members as needed and perform other related duties as required.

MINIMUM REQUIREMENTS: Master's degree in Library Science from an ALA accredited school and six (6) years of progressively-responsible library experience, two (2) years of which must have been supervisory **OR** Bachelor's degree and seven (7) years of professional librarian experience **OR** an equivalent combination of job-related education and experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].


License(s)/Certification(s): A valid, lawful Driver's License is required.

SELECTION FACTORS: Knowledge of: principles and practices of public library administration and operational techniques; child development and early literacy skills; computerized library operations, telecommunications, and related technical developments; literature and media available in division areas; RDA Cataloging Rules, MARC format, and Dewey Decimal Classification systems; bibliographic utilities; internet resources and techniques; related laws, codes, rules, and regulations governing functions of library work; policies and procedures established for the work system; the operations, functions, and terminology common to the work; basic English composition, spelling, and grammar. **Skill in:** personal computer applications such as Microsoft Office Suite; SirsiDynix applications; practicing trust-building behaviors. **Ability to:** communicate effectively, both orally and in writing; develop and maintain effective working relationships with the public, subordinates, coworkers, and superiors; envision the future, identify trends, and recommend improvements; identify problems, research relevant information, identify causes, and implement solutions; effectively manage a group of employees; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service; quickly and accurately perform work; deal with the public in a pleasant, courteous, and calm manner in all circumstances.

TOOLS AND EQUIPMENT USED: Book trucks, dollies, computers, copiers, fax machines, microfilm equipment, computer projectors, Promethean board, scanners, ipads, digital cameras, CD players, puppetry equipment, and other office and library equipment.

PHYSICAL DEMANDS: Lifting and carrying books; pushing book trucks; bending, shifting, moving furniture etc.; standing or sitting at computers or desks for long periods.

ENVIRONMENTAL FACTORS: Exposure to the noise and confusion of a public library. High stress situations or environments, including, contact with the public in confrontational or uncomfortable circumstances and dealing with supervisory issues. May require travel.



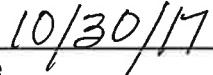
Department Director



Date



Mayor/Chief Administrative Officer



Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.