

LIBRARY OPERATIONS MANAGER

DEFINITION

Under general direction, to administer the operation of a major library division including supervising of subordinate professional personnel and performing related work as required. To manage, coordinate and supervise the clerical operations of the library, including the automated/online circulation system operations, interlibrary loan process, and coordinate the maintenance and repair of equipment of library facilities as assigned.

SUPERVISION RECEIVED AND EXERCISED

The Library Director provides general direction. Responsibilities include direct and indirect supervision of assigned clerical and technical personnel, which includes Lead Library Assistants, Senior Library Assistants, Library Assistants, and Library Pages.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Assists Director in developing budget goals, objectives, policies, and procedures relative to the clerical or technical functions and facilities and capital improvement projects.
2. Actively participates as a member of the Library Management Team.
3. Manages the library circulation function, which includes scheduling of personnel at circulation desk, registration of library borrowers, and overdue and reserved materials procedures.
4. Manages and coordinates the scheduling, training, and performance evaluation of clerical and paging staff and designs and conducts non-computer training for entire library staff.
5. Collaborates with other managers in formulating and implementing circulation policies.
6. Prepares and maintains division and capital improvement budgets.
7. Manages interlibrary loan process.
8. Prepares regular special reports, correspondence and memoranda in areas of responsibility.
9. Coordinates maintenance of physical facilities of Main and Branch libraries.
10. Coordinates maintenance of library equipment other than computer equipment.
11. Assists the public at the reference desk as needed.
12. Serves as Acting Library Director as assigned.

QUALIFICATIONS

Knowledge, Abilities, Skills

- A. Knowledge of city and library organization, policies, procedures and rules.
- B. Knowledge of functions typically performed by subordinate positions.

- C. Knowledge of principles and practices of library operations with an excellent knowledge of automated/online circulation systems.
- D. Ability to supervise adults and young adults.
- E. Ability to coordinate and schedule personnel.
- F. Ability to train and evaluate personnel.
- G. Ability to make sound decisions quickly within the framework of accepted procedures and to implement those decisions.
- H. Ability to work effectively as a team member on a project or permanent basis.
- I. Ability to communicate effectively orally and in writing.
- J. Ability to work independently and to follow through on individual and program responsibilities.
- K. Ability to respond to changing circumstances and to set priorities.
- L. Skill in effective interaction with City staff, the public, boards and commissions, outside agencies and vendors.
- M. Ability and willingness to work a flexible shift including evenings and Saturdays.

EDUCATION AND EXPERIENCE

Any combination equivalent to the experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of varied and increasingly responsible library clerical experience, including at least two years of supervisory experience.

Education: Equivalent to the completion of the twelfth grade supplemented by college level coursework in library science, public administration or related field is desirable. An AA college degree or commensurate experience is highly desirable.

PROBATIONARY PERIOD: One Year

185CS88

June 1987

Revised April 1996, March 2006

AAP GROUP: 2

FLSA STATUS: Exempt

FPPC STATUS: Designated