



CIVIL DIVISION
CLASS SPECIFICATION

LIBRARY MANAGER

DATE ADOPTED: 4/23/1996

LAST REVISION: 12/09/2022

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DISTINGUISHING FEATURES OF THE CLASS:

Serves as head of a library serving a population up to 4,999. This position involves responsibility for simple library functions and administrative tasks. The work involves carrying out library policy as determined by the library board and standard practice. Also works with Public Library System Librarians in planning and implementing library services. Direct supervision is exercised over other library personnel.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Selects materials for acquisitions using standard review sources and library system aids;
2. Performs simple informational, reference and referral services and directs complex questions to the central library or system;
3. Recommends building repairs and alterations;
4. Conducts library programs on subjects of community interest;
5. Works with system Librarians to evaluate the effectiveness of the library's services in relation to the changing needs of the community;
6. Recommends changes or additions in library services to the board;
7. Administers personnel policies established by the board;
8. Prepares preliminary budget estimates for the board;
9. Represents the library at community and group meetings;
10. Recommends and administers public relations programs;
11. Administers policies on the purchase and weeding of library materials;
12. Attends library system workshops and professional meetings;
13. May conduct staff meetings;
14. Recommends appointments, promotions and disciplinary actions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of library services and procedures; working knowledge of library materials and their use; ability to use library computer and audiovisual equipment; ability to carry out library policies and procedures; ability to train library staff; ability to plan, coordinate, and supervise the work of others; ability to exercise leadership and motivate others; ability to establish effective working relationships with community organizations; ability to express oneself clearly both orally and in writing to groups and individuals; skill and accuracy in the performance of technical library tasks; tact and courtesy in dealing with staff and public; personal characteristics necessary to perform the duties of the position; and physical condition commensurate with the demands of the position.



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MINIMUM QUALIFICATIONS:

For libraries serving a population of 2,500-4,999: Graduation from high school or possession of a high school equivalency diploma AND completion of sixty (60) college credit hours.

For libraries serving a population up to 2,499: No minimum requirement.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Non-competitive in all civil divisions with populations under 5,000

REVISION HISTORY: 12/9/2022