

## CITY OF LINCOLN LIBRARY MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under the administrative direction of the City Manager, plans, organizes, coordinates and directs the operations and services of the Lincoln libraries; ensures the delivery of effective library services to Lincoln residents and patrons; provides highly professional and technical staff assistance to the public; performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The Library Manager is the management level class, which is responsible for all functions and operations of the Library, including planning, budgeting, staff selection and training, supervision, collection development, public services, programming, and information systems. This class is distinguished from the next higher class of City Manager in that the latter has overall responsibility for administering the City's operations.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the City Manager or designee. Responsibilities include direct and indirect supervision of professional, technical and clerical library staff.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Accepts responsibility for all Lincoln library programs and services including activities associated with cataloging, reference, and public circulation services; maintain collection and selection policies; provides professional and technical assistance to the public; coordinates activities with other City officials, departments, outside agencies, organizations and the public.
- Leads a service-oriented program that researches, develops, and supports advanced information systems for the Library, and ensures excellent operational management of information systems, including library electronic database management, and support of end users.
- Supervises, plans, organizes, administers, reviews, and evaluates the activities of the Library's staff; recommends the selection of staff to the City Manager and provides for their training and professional development; oversees the coordination of the volunteer program.
- Prepares and administers the Library budget; oversees administration programs and procedures.
- In consultation with the City Manager and City Council, assure that the department has adequate resources to fulfill its mission through proper budget planning and execution.
- Guides and performs a wide variety of professional-level library support services related to patron assistance, circulation, technology, acquisitions, cataloging and processing.
- Responds to in-person, digital, and telephone requests for library materials, services and information; conducts reference interviews, evaluates data sources, searches electronic and print sources; locates and evaluates relevant information; conducts periodic surveys on library usage and customer service.

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- Helps manage social media, marketing, and fundraising.
- Advises and supports the Twelve Bridges Library Advisory Committee and any other local library boards; keeps current on all state regulations related to library services.
- Oversees the development and maintenance of the serial collection; catalogs documents and resources; distributes publications; evaluates and recommends for approval/disapproval gifts to Library collections.
- Guides the process of researching, identifying and applies for available grant funding as necessary.
- Develops and coordinates new library programs for the public; maintains youth reading and children's programs.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff and the public.
- Maintains security of print and electronic collections.
- Analyzes data and reports and projects future trends; maintains accurate and adequate records to meet internal/external auditing, analysis, and planning needs; prepares oral and/or written reports, including mandatory state and federal reports, other documentation, and presentations, as required.
- Represents the City to the professional and local community regarding library matters; maintains membership and attendance in community and professional organizations, as feasible and appropriate; provides public relations, community outreach, marketing support and direction.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing documents and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

### **QUALIFICATIONS:**

The following are minimal qualifications necessary for entry into the classification. Meeting the minimum qualifications does not guarantee further participation in selection process.

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Library Manager, A typical way of obtaining the required qualifications is to possess the equivalent of:

Three (3) years professional public library experience, with at least 1 year experience at advanced journey or senior-level, and a Master's degree in Library Science from an ALA-accredited college or university or equivalent.

**License/certificate:**

Possession of, or ability to obtain, a valid class C California driver's license.

**KNOWLEDGE, SKILLS AND ABILITIES:** *(The following are a representative sample of the KSAs necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and the II levels.)*

**Knowledge of:**

Theory and philosophy of librarianship; principles and practices of library management, records management, collection development, library cataloging and classification systems; public desk procedures and methods of providing services and information; knowledge of library equipment and resources, library automated circulation and cataloging systems, information sources and methods, and the Internet. Working knowledge of computers, networks, and programs; cataloging and bibliographic search procedures, including specialized library software; principles and practices of program and budget development and management, administration and evaluation; methods and techniques of supervision, training and motivation; knowledge of applicable federal, state and local laws, codes and regulations; understanding of methods and techniques of scheduling work assignments, standard office procedures, practices and equipment, methods and techniques report preparation and writing; proper English, spelling and grammar; comply with the California Occupational Safety and Health Administration rules and regulations and all other safety guidelines.

**Skill to:**

Operate an office computer and a variety of software applications for spreadsheets, word processing, database collection and library specific programs; access and utilize electronic media.

**Ability to:**

Plan, direct, manage, coordinate and support the day-to-day activities of the Library; develop and administer departmental goals, objectives, policies and methods for evaluating achievement and performance levels which supports the City's mission and vision statements and the City's strategic plan; relate library services to the needs of the community using appropriate outreach mechanisms; research and utilize reference systems; analyze situations appropriately and adopt effective courses of action; develop, present and administer a program budget; plan, organize, train, evaluate and direct work of assigned staff; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; guide the application for and administration of grants; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; work with various social-economic, culture and ethnic groups in a tactful and effective manner; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships; and able to work weekend and evening shifts.

**Salary Range:** Refer to Mid-Management/Confidential Salary Schedule  
**FLSA:** Exempt  
**Employee Group:** Mid-Management/Confidential