

## **LIBRARY MANAGER**

### **TOMPKINS COUNTY**

**Department** Lansing, Groton Libraries

**Classification** Competitive

**Labor Grade** \_\_\_\_\_

**Approved** Board Action

**Revised** 6/08; 7/09

**By** AF: Commissioner of Personnel

#### **DISTINGUISHING FEATURES OF THE CLASS:**

The Library Manager is responsible for the operations of the library and the development and implementation of its service programs, including (A) assisting the board with long-range planning and policy development, and managing all library resources, including human resources; (B) organizing the acquisitions, access, storage, and control of collections; (C) designing and implementing services and programs for users of all ages; and (D) overseeing the maintenance and safety of the physical plant. The incumbent will work under the general direction of the public library board of trustees (BOT) with considerable leeway allowed for the exercise of independent judgment. The library manager participates in hiring, training and supervision of all assistants, substitutes, and volunteers who work in the library. Attendance at some evening and weekend events and programs will be required. The successful candidate will contribute to a respectful and welcoming environment for library patrons, volunteers, and members of the public. The incumbent will perform all related duties as required.

#### **TYPICAL WORK ACTIVITIES:**

##### Management

- Manage daily operations of the library
- Actively participate in the preparation of the budget
- Cooperate with bookkeeper and BOT treasurer for financial record keeping
- Prepare and present annual and monthly reports to BOT
- Prepare state, local and other statistical or narrative reports as needed or required
- Participate on Board committees
- Represent the Library to the Finger Lakes Library System
- Supervise maintenance of facilities; recommend building and maintenance needs to BOT
- Seek funding and/or funding opportunities to support library programs and initiatives; cooperate and collaborate in fund-raising efforts of the Friends of the Library
- Represent the library at public events, community and local/state governmental meetings

##### Services and Programs

- Oversee development of the library's collection using accepted library standards and practices, and implementing BOT policies
- Perform informational, reference and referral services
- Collaborate with BOT committees to deliver public programs, displays and exhibits to serve the needs of all age groups of the community
- Conduct outreach to the community
- Collaborate with BOT committees to identify cultural resources and deliver public programs, displays and exhibits to serve the needs of all groups of the community

##### Personnel Administration

- Recruit, participate in hiring; train and supervise paid staff and volunteers
- Conduct staff and volunteer meetings
- Prepare an annual written review of the work of each employee

## **LIBRARY MANAGER (CONTINUED)**

### **General Professional**

- Maintain knowledge of new information technologies and their applications in a public library setting
- Attend relevant meetings of local, state and/or national library associations
- Stay informed of developments in the library profession

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principals and practices of business administration, accounting and budgeting;

Good knowledge of budget preparation;

Good knowledge of the organization's mission, policies and operating procedures;

Good knowledge of the laws and regulations pertaining to the organization;

Working knowledge of statistical techniques, report preparation, budget preparation and expenditure control;

Working knowledge of current information technologies and a strong understanding of library technologies and operations;

Skill and accuracy in the operation of an alphanumeric keyboard (speed not critical);

Ability to manage the daily operations of the library;

Ability to cooperate with Bookkeeper and BOT Treasurer to ensure accurate financial record keeping;

Ability to prepare and present a variety of annual and monthly reports to BOT;

Ability to prepare various state, local and other statistical or narrative reports as needed or required;

Ability to communicate effectively both orally and in writing;

Ability to relate well and developing effective working relationships with board members, employees, volunteers, and patrons;

Ability to lead, train and motivate volunteers and paid staff;

Excellent interpersonal and communication skills;

Tact and courtesy in dealing with staff and public;

The successful candidate will be motivated and able to work independently;

The employee's physical condition shall be commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- (a) Possession of a Master's Degree in Librarianship from a library school that is accredited by the American Library Association or one recognized by the New York State Education Department as following acceptable educational practices; OR
- (b) Possession of a Bachelor's Degree from a regionally accredited college or New York State registered college or university AND two years of library work or experience supervising employees or coordinating volunteers; OR
- (c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

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