

MANAGING LIBRARIAN II

NATURE OF POSITION

The Managing Librarian performs a variety of professional, supervisory and administrative duties pertaining to the branch library. Responsibilities include branch personnel and facility management, public service delivery, programming and promotion, collection development, and community relations. As part of the system administrative team, Managing Librarians provide leadership in planning and policy direction. This position reports to the Assistant Director.

ESSENTIAL FUNCTIONS: REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

-Work with public, staff and administration in a manner that is positive, supportive and cooperative and in the best interest of the library.

-Able to provide and promote excellence in library service to the public consistently, with leadership, initiative, creativity and resourcefulness.

-Possess strong interpersonal skills needed to lead, train, supervise and direct staff.

-Possess a broad range of knowledge in the field of public librarianship.

-Possess competency with computers and information technology.

-Possess the skills required to perform public relations and work effectively with the patrons.

-Able to organize, coordinate, plan and direct effective daily management operations.

-Able to be mentally open and flexible, work well under pressure and handle multiple priorities effectively.

-Possess excellent verbal and written communication skills.

-Bend, twist and lift books and other library materials on shelving units up to 90" in height, transport books and a-v materials from one location to another.

-May be required to use own vehicle for business travel.

EXAMPLES OF POSITION RESPONSIBILITIES

(Any one position may not require all of the responsibilities listed, nor do the listed examples include all tasks which may be necessary in positions of this class.)

- Promotes and furthers the mission of the Bay County Library System.
- Plans, organizes and directs the daily operation of a branch library.
- Participates in the interview and recommendation for hiring of all branch library staff, and system staff as appropriate.
- Contributes to a positive work environment. Works with staff to set and achieve goals and objectives. Assigns work, sets high standards and evaluates staff effectiveness. Serves as resource and counsel for staff. Encourages professional staff growth and development.
- Responsible for communicating and implementing all system policies, procedures, activities, services and programs within the branch library.
- Responsible for directing all aspects of the branch collection development process, including the branch materials budgets. Serves on the system team for collection development, policies, criteria and procedures.
- Participates with the Business Manager in the preparation of the branch budget and coordinates and controls the allocated funds.
- Responsible for overseeing the planning, implementation and promotion of branch programs and services for children, young adults and adults.
- Directs and provides assistance to the public using reference, readers advisory, circulation and community relations skills.
- Assumes a leadership role in establishing and maintaining positive customer relations between the public and the branch staff. Continuously assesses patron needs and preferences through targeted surveys and direct one on one discussions. Provides assistance to staff in resolving complex patron issues and serves as the final branch referral.
- Works with the Technology Coordinator to plan for and maintain branch technology.
- Responsible for managing the physical environment of the building and grounds, including maintenance, safety, comfort, convenience and appearance for the public and staff.
- Participates on the System Management Team and the Facilities Planning Team, under the leadership of the Director. Helps plan system strategies, goals, services and programs. Participates on system committees as appropriate.

-Contributes to community awareness and understanding of library services and programs by participating in community organizations and activities and by making public presentations.

-Exercises professional responsibility by maintaining membership in state and national library organizations, attending workshops and conferences, reading professional literature and keeping abreast of developments in the field of librarianship.

-May administer library in the absence of Director and Assistant Director.

-Prepares reports for administration and the Board as requested and may assist in grant writing efforts.

-Performs related work as required.

MINIMUM QUALIFICATIONS

Master's degree in Library Science from an ALA accredited school with four years minimum experience reflecting progressive library management responsibilities. Experience must reflect proven ability to direct and supervise staff, to manage business operations and to effectively promote library services to the public.