

LIBRARY SERVICES MANAGER

Nature of Work: Under administrative direction, performs professional library work planning, organizing and directing the operations of major service areas such as reference services, film services, or blind and physical handicapped services for the Library Commission. Duties will vary depending on the service area and the size of the library in which the incumbent is employed. Oversees the work of other librarians, technical and clerical assistants. Performs related work as required.

Examples of Work

- Manages the selection of books, periodicals, media materials, reference sources and/or other materials for the department/library collection and reviews selection made by staff.
- Manages the acquisition, distribution and maintenance of films and videos.
- Manages the provision of direct services to blind and physically handicapped users; consults with regional libraries in providing blind and physically handicapped services.
- Recommends the establishment of new library policies or changes in existing policies to assure effective operation of the library.
- Formulates and implements departmental/library procedures within library regulations and policies for efficient operation of the service area.
- Establishes work methods and priorities in the library service area.
- Reviews the work and establishes work schedules of staff.
- Assists staff in training new employees; interviews and recommends hiring new employees.
- Maintains the department/library budget, determining the purchase priorities and approving invoices and purchase orders.

Knowledge, Skills and Abilities

- Knowledge of basic library procedures, policies and operations.
- Knowledge of basic reference tools and sources and also those unique to the particular subject area in which employed.
- Knowledge of standard library methods and principles in bibliography, cataloging, classification, circulation and reference services.
- Knowledge of the operation of standard library equipment.
- Ability to work with and communicate effectively with others.
- Ability to work with the public.
- Ability to prioritize tasks, establish methods and schedule employees so that work can be completed efficiently.

9394

LIBRARY SERVICES MANAGER (CONT'D)

Knowledge, Skills and Abilities (cont'd)

Ability to determine where policy and procedural problems lie and instigate the appropriate changes.
Ability to direct and/or oversee the work of others.

Minimum Qualifications

Training: Master's degree in library science from an American Library Association (ALA) accredited four-year college or university.

Experience: Five years of full-time or equivalent part-time paid experience as a professional librarian, two years of which must have been in a supervisory capacity in the specialty area (i.e., reference, film, blind and physically handicapped services).

Established: 10/21/93

Effective: 11/15/93