



LIBRARY MANAGER
FLSA: Exempt
Grade 29 \$56,189.17 - \$89,902.68

GENERAL DEFINITION

Position provides administration and management of the City's Library services program. Position supports the Director in the planning, development, implementation and administration of a comprehensive municipal library operation that provides patron services consistent with trends and developments in the field of Library Science. Work includes researching and evaluating trends and developments in Library Science areas of responsibility. Position ensures library services and program planning and development are in concert with the City Administration directives and the City's vision and mission for the future service to the community. Position provides advisement to the Director relating to the library's operational needs.

This is a position in the City's classified service. The Library Manager's work is performed under the supervision of the Director and within the framework established by the City or other applicable agreements, plans, policies, and budgets. The individual in this position makes decisions and recommendations in accordance with City policies, procedures, law or regulatory requirements

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs human resource management functions in conjunction with the Director, e.g., interviewing and recommending selection of preferred staff members performance evaluations of library staff, and recommendations of promotion or disciplinary action.
- Oversees the coordination of library staffing requirements; develops and manages all staff scheduling accordingly; includes coordinating operational activities and assigning work activities and projects.
- Plans, implements, and delivers library programming to the public to meet community needs and interests; does so in a manner that recognizes and respects cultural diversity.
- Researches and identifies trends and developments in the field of library science with respect to the needs of the community.
- Establishes short and long-term goals and objectives for the library in concert with the City's mission, vision, and strategic initiatives under the Director's supervision.
- Performs, or provides library staff to perform, library public relations activities in representing the library as needed.
- Receives and responds to citizen inquiries and requests for enhanced library services and library programming; develops with the Director new/modified

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programs according to anticipated population growth, changing demographics and future interests of the community.

- Researches and identifies grant opportunities, along with the Director, for projects and programs available to the library from the State of Florida. Administers grant funds in accordance with regulatory standards and reporting and documentation requirements.
- Requires regular attendance to scheduled work shifts.

KNOWLEDGE, SKILLS & ABILITIES

- Comprehensive knowledge of the principles and practices applied to the organization, management, and administration of municipal library services and library programming.
- Comprehensive knowledge of the objectives and ideals of public library services, including a thorough understanding of activities applicable to a demographically and culturally diverse community.
- Substantial knowledge of the principles and practices of library services management, facilities management, library programming, and budget administration.
- Substantial knowledge of the body of available and current information resources applicable to the library's functions.
- Considerable knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.
- Ability to interpret rules, regulations, and policies for effective decision-making in accordance with established precedent.
- Ability to establish and maintain effective working relationships with employees, departments, and others as necessary.
- Ability to plan, assign, direct and review the work of others in a manner conducive to full performance and compliance with established policies, procedures, and regulatory standards applicable to the work.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Exceptional interpersonal, leadership, planning, and management skills.
- Ability to communicate professionally verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials, and citizens.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Master's degree from an American Library Association (ALA) accredited institution in Library Science; supplemented by five (5) years of progressive experience in library

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services, library programming, and operations.

PREFERRED

One-year Municipal Library experience.
One-year Library Management experience

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of lightweight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communication ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or other employees. Requirements are representative of the minimum level of knowledge, skills, and ability.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date