

Position Title	Library Manager		
Working Title			
FLSA Status	Exempt	Job Code	1475
Salary Band	MP4	Revised	December 2020

**General Purpose**

Working independently with minimal guidance, this position manages a District library, including service coordination and day-to-day operations. Develops and implements District programs in support of identified service priorities; cultivates and maintains effective community partnerships.

**Illustrative Examples of Duties and Responsibilities**

Oversees daily operations of a District library; coordinates with other departments to resolve issues pertaining to equipment, materials and daily operations.

Develops effective community relations with local civic organizations, schools, and other community groups that leverage District programs and services to meet community goals. Serves as the District liaison to local Friends of the Library. May serve as District liaison to other relevant agencies and organizations.

Coordinates with Librarians to develop programs and services that implement strategic initiatives for their identified community.

Collaborates with others to regarding the scheduling of library programs and services.

Collaborates with the Human Resources Director, Operations Manager and Customer Services Manager to develop and implement customer service training, and operations training which includes circulation and information services.

Responds to and resolves customer complaints and complaints referred by other District staff; refers inquiries or issues to other departments or staff as appropriate.

Performs readers' advising and information services; responds to customer inquiries regarding library services and operations; instructs customers in the use of library equipment and technology.

Cleans and disinfects work and public areas in the library as needed

May facilitate creation of social media content, and/or programs with community organizations, community members and staff.

May write blogs, articles, reviews or other written pieces as assigned.

May prepare reports and analyze data.

May prepare library for opening and/or closing.

May sort, shelve and organize library materials

May perform seasonal tasks such as shoveling snow and spreading ice melt.

Performs other duties as necessary.

**Supervision**

Reports to	Operations Manager
Supervises	Operations Supervisor, Public Services Specialist
May supervise	Operations Specialist, Customer Services Specialist, Technology Programs Specialist

## Minimum Qualifications

Required	Master of Library & Information Science or equivalent
	Professional Librarian's Certificate issued by the Washington State Library
	Three years recent professional level librarian experience
Preferred	Two years experience managing a public library
	Two years recent supervisory experience

The District may accept an equivalent combination of education and experience in lieu of the above requirements.

## Necessary Knowledge, Skills & Abilities

Knowledge of	Principles and practices of supervision.
	Library resources, programs, and services.
	Principles of intellectual freedom and open access.
	Literature with adult, teen and youth focus.
Skill in	Use of Microsoft Office and other software
Ability to	Train and direct the work of subordinate staff.
	Communicate effectively in orally and in writing.
	Write effectively using correct grammar, punctuation, and spelling
	Work independently and be self-directed.
	Organize, implement, evaluate, and modify programs of library services.
	Manage detail, recognize and set priorities.
	Find and use resources to provide requested information.
	Consistently demonstrate quality customer-service behavior(s).
	Interact in a professional and respectful manner with District staff and the public.
	Maintain confidentiality of customer information.
	Establish and maintain effective working relationships in a team environment.
Use initiative, problem-solving skills, and sound judgment.	
Work quickly and accurately; follow directions and meet deadlines.	

## Work Environment

Work is performed primarily in a library environment. Work may be performed at off site locations during outreach activities. Work may be performed outdoors and exposure to extreme weather conditions may occur. The noise level is usually moderate.

## Physical Demands

An individual performing the duties in this position may be required to stand, walk, stoop, kneel, reach, bend, and/or crouch for extended periods of time; lift, carry and/or grasp up to 40 pounds and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or hand truck.  
May occasionally be required to push and/or pull objects weighing up to 200 pounds on a wheeled cart.

## Special Requirements

Background check required, per policy

Must have valid driver's license and required mandatory insurance when operating a privately owned vehicle for business purposes.

Must be able to travel to various locations to perform work, and/or attend work-related meetings, workshops or conferences.

*The duties listed are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*