



CLASS SPECIFICATION

Class Code: 5024
Date Est: 07/1973
Last Rev: 06/2018
Last Title Chg: 06/2018
FLSA: exempt
Probation: 12 months

LIBRARY BRANCH MANAGER

DEFINITION

Under general direction, manages, organizes, coordinates and evaluates all aspects of a full-service library branch; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A master's degree in library science or library information science from an American Library Association accredited college or university AND three years of professional library experience; OR a master's degree in any discipline with five years of professional library experience; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

May require a driver's license at the time of appointment.

SUPERVISION EXERCISED

Exercises direction supervision over staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervise staff including training, scheduling, work assignments and review, performance appraisal, discipline, coaching and development.

Coordinate physical plant maintenance for a library; identify services needed; contact vendors or other county departments to perform necessary work.

Assist the public with library transactions and information requests using all available resources.

Plan, publicize, conduct and evaluate various programs on a variety of topics for all generations by coordinating programs and activities with other organizations.

Develop and maintain statistical data and records, preparing summary reports to keep library senior management aware of patron usage and needs.

Assist with the development, maintenance, organization, cataloging and classification of the library collection using current professional standards.

Prepare and justify budget requests related to the assigned area of responsibility.

Participate in grant planning; monitor and implement grants; assure proper compliance with terms and provisions; coordinate grant reporting processes and prepare and submit required grant performance reports to granting agencies.

Participate in senior management team meetings to plan and implement the goals, objectives and direction of the Library's policies and services and provide input for strategic planning.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Washoe County and Washoe County Library System policies, procedures, methods and terminology, and American Library Association philosophy, practices, procedures and techniques.

General facility maintenance and operations.

Principles, practices and procedures of supervision, training and personnel management.

Pertinent federal, state and local policies, procedures, laws and regulations.

Principles and practices of budget preparation and administration.

Advanced methods and techniques of modern public library services.

The theories and practice of reference service, including basic reference sources.

Principles and practices of collection development and maintenance.

The principles of library cataloging and classification.

The principles of intellectual freedom and the Library Bill of Rights.

Principles and practices of grant writing, project planning and administration.

Community relations development methods and techniques.

Methods and techniques of public speaking.

Computer literacy, with interest in learning new technology and applying it to library services and operations.

Modern office methods, practices and procedures.

Ability to:

Organize, direct and implement all activities of a full-service branch library.

Select, supervise, train and evaluate assigned staff, both paid and volunteer.

Perform administrative and supervisory work involving the use of independent judgment and personal initiative.

Assist in preparing and administering a budget.

Make sound decisions based on research and analysis.

Interpret and apply applicable federal, state and local policies, procedures, laws and regulations.

Work with the public and staff effectively and efficiently, including handling difficult or dissatisfied people.

Learn various library computer procedures, specialized software applications, and operate library computer equipment.

Communicate effectively in English, both verbally and in writing.

Use initiative and judgment in a wide variety of situations.

Analyze situations carefully and adopt effective courses of action.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently squat, bend, kneel, stoop, stand and walk. Using approved safety standards, ability to lift, push, pull and move objects weighing up to 50 lbs. Normal manual dexterity and eye-hand coordination. Corrected hearing and vision to normal range. Ability to work under conditions involving exposure to dust and odors. Ability to use audio/visual equipment, office equipment including computers, telephones, calculators, copiers, mobile devices, and FAX machine. Ability to use necessary chemicals. Work is performed in a public service environment with continuous contact with other staff and the public.

Must be willing to work a varied schedule, which may change periodically, including evenings and weekends; may work at other libraries as needed.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.