Salt Lake County Job Descripiton

Assistant Library Manager

DEPARTMENT: Human Services

DIVISION: Library/2500

JOB CODE: 112 **GRADE:**27

FLSA STATUS: Exempt

SAFETY SENSITIVE: No

EFFECTIVE DATE: 07/28/2015

JOB SUMMARY

Assists in overseeing the day-to-day operations of a public library branch. Supervises assigned staff. Performs reference/reader's advisory services, collection management, and programming and outreach activities.

MINIMUM QUALIFICATIONS

Master's degree from an accredited college or university in Library Science, Information Science, or other ALA-Accredited Master's degree, plus two (2) years professional librarian experience.

Supervisory experience, in any setting, may substitute for up to one (1) year of the required professional librarian experience; OR an equivalent combination of related education and professional librarian experience, or a combination of related education, professional librarian experience, and up to one (1) year of supervisory experience (in any setting).

Due to the nature of this position, the successful applicant must pass a required background investigation.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Assists in planning, implementing, coordinating, and evaluating the library's services and programs in relation to changing needs in the community.
- Assumes general management responsibilities in the absence of the Library Manager.
- Supervises staff, including hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisal, and discipline.
- Assists in developing annual budget request for staff, library materials, programming and capital projects; monitors expenditures, as assigned.
- Manages circulation services and serves as a resource for clerical staff.
- Provides reference and reader's advisory services to library customers in person, on the phone, or through electronic communications.
- Explains use of library resources, equipment, and services and provides information about library policies.

- Selects materials for assigned area(s) of the collection and evaluates items to be deleted.
- Provides input on the branch collection development plan and strategic goals.
- Participates in outreach activities to promote use of library materials and services.
- Develops and maintains contact with schools and/or community groups to promote library materials and services.
- Assists customers in the use of personal computer and electronic resources.
- Develops/updates web pages, identifies/screens web sites and/or verifies links on library's home page.
- Handles emergency situations and resolves public complaints about materials, services, programs, and/or staff.
- Participates in management meetings, training workshops and professional development activities.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- General philosophy, principles and techniques of librarianship
- Collection development principles and practices
- Reference/reader's advisory skills, techniques, and resources
- Programming and outreach methods
- Basic budgeting principles and recordkeeping
- Marketing and merchandising techniques
- Telephone etiquette

Skills and Abilities to:

- Operate personal computer, automated library system, and other standard library equipment
- Effectively work with computers and computer software related to job specific duties. Lead, motivate, train and supervise staff
- Deal tactfully and courteously with the public and with co-workers
- Plan, organize and prioritize work assignments and public service operations to achieve maximum productivity
- Work independently and also in a team environment
- Communicate clearly and concisely, both orally and in writing
- Problem solve and make sound decisions
- Work effectively with people from diverse social, economic and ethnic backgrounds
- Organize data and track expenditures
- Handle emergencies and appropriately resolve complaints and conflicts

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Requires ability to stand, walk, and sit to use a computer workstation for extended periods of time, occasionally push and/or pull a loaded shelving cart weighing up to 150 pounds and occasionally lift up to 30 pounds.

IMPORTANT INFORMATION REGARDING THIS POSITION

Work schedule varies and includes day, evening and alternate Friday and Saturday shifts. Some travel to a variety of locations to perform work and/or attend meetings is required.

Revised Date/Consultant's Initials: 02/24/2016 MP