CITY OF ARCADIA
LIBRARY SERVICES MANAGER

DEFINITION

Under administrative direction, to assist in the direction, management, supervision, and coordination of the City Library’s programs and activities; to supervise, plan, and administer programs and services; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Director of Library and Museum Services; to oversee Library operations in absence of Director of Library and Museum Services.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Manage and coordinate a major division of service within the Library.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for the City Library programs; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Director of Library and Museum Services; direct the implementation of improvements.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for the City Library; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Manage and participate in the development and administration of the City Library program annual budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.
Serve as a liaison for the City Library with other City departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Director of Library and Museum Services; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to the City Library programs, policies, and procedures as appropriate.

Attend meetings of the Library Board; take minutes; prepare reports as directed.

Research and develop new grant funding opportunities.

Represent the City Library in the community; participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of library science.

Develop new services to augment the Library’s goals and objectives.

**When assigned to Program & Collection Development:**

Assume responsibility for all programs and collections within the Library.

Supervise section leaders of: Adult Services, Young Adult Services, Volunteer Coordinator, Literacy and ESL programs, Children’s Services.

Assume responsibility as Library liaison for the Arcadia Schools.

Prepare public relations / publicity materials.

Develop new programs and services to augment the Library’s goals and objectives.

**When assigned to Information & Materials Management:**

Assume responsibility for all materials management and information systems within the Library.


Assume responsibility for the Library’s automation system including troubleshooting and reports.
Coordinate the Library website’s design and content.

Liaise with City’s Information Systems Division to coordinate services.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

Participate in the selection, training and evaluation of personnel.

Prepare and supervise work schedules and make staff assignments to ensure adequate staffing levels at all times.

Develop, plan and implement goals, objectives, policies and procedures for a major library division.

Assist with Museum as needed.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services, and activities of a municipal library program.

Organizational and management practices as applied to the analysis and evaluation of library programs, policies, and operational needs.

Modern and complex principles and practices of program development and administration.

Advanced principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Safe driving principles and practices.
When assigned to Program & Collection Development:

Principles of collection development.

Public relations principles and practices.

Library programming for children and adults.

When assigned to Information & Materials Management:

Library acquisitions and cataloging principles and practices.

Library automation and public computer services.

Information technology and website design principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Provide administrative and professional leadership and direction for the Library.

Recommend and implement goals, objectives, and practices for providing effective and efficient library services.

Manage, direct, and coordinate the work of management, supervisory, professional, technical, and clerical personnel.

Select, supervise, train, and evaluate staff.

Identify and respond to community and library issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer budgets.
Prepare clear and concise administrative and financial reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

Five years of responsible professional library experience including three years of management and supervisory experience.

**Training:**

Equivalent to a Master’s degree in Library Science from an ALA accredited college or university.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver’s license.

**Special Requirements:**

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

**Effective Date:** September 2001

**Revised:** March 2003