

LIBRARY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class has responsibility for overseeing all library functions and performing administrative tasks in a library serving a population between 5,001-7,499. This is administrative and technical work of a professional level in which the incumbent carries out policies as determined by the Board of Trustees and standard practice. The incumbent has responsibility for the day-to-day functions of the library including the oversight and management of specific professional duties. The work is performed under the general direction of the Board of Trustees with wide leeway allowed to make independent decisions on routine matters according to defined policy and procedure. Supervision is exercised over the work of all library personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Performs and supervises all technical and non-technical library functions;

Administers policies, as set forth by the board, on the purchase of library materials, including technology;

Recommends necessary library services to the board, including building repairs, alterations and new construction;

Recommends personnel appointments, transfers, promotions and dismissals to the Board of Trustees for approval and administers all personnel policies as established by the board;

Represents the library at various community meetings and workshops;

Prepares preliminary budget estimates and submits library budget to the Board of Trustees for review;

Performs various professional and clerical duties, including cataloging and classifying new material, registering new patrons, preparing inter-library loan material and checking-in and checking-out material;

Keeps abreast of the needs of the community and evaluates the effectiveness of the library's services to ensure that the programs and services reflect the needs of the community and recommends changes and/or additions in services;

Recommends and administers public relations programs;

Directs and supervises the expenditure of library funds;

Responsible for supervising the overall maintenance of the library and the grounds.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of library services and procedures; good knowledge of the arrangement and uses of library materials; working knowledge of circulation and reference activities; working knowledge of cataloging and classification activities; ability to train, coordinate and supervise the work of others; ability to use and instruct patrons in use of library materials and equipment; ability to carry out library policies; ability to promote library programs to the community; ability to communicate effectively, both orally and in writing; ability to work independently and make relevant decisions; good judgment; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Library Science, Education, English, Public Administration or a closely related field and two (2) years of full-time paid or volunteer experience, or its' part-time equivalent, in a library setting performing duties related to the functions of the library; **OR**

B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Library Science, Education, English, Public Administration or a closely related field and four (4) years of full-time paid or volunteer work experience, or its' part-time equivalent, in a library setting performing duties related to the functions of the library; **OR**

C. An equivalent combination of training and experience as described in A and B above.

ULSTER COUNTY
4069 LIB MGR
Classification: Competitive
OA

Adopted: March 2, 2007
Revised: March 13, 2007
Revised: May 11, 2012