

LIBRARY MANAGER/COORDINATOR I

Job Description

I. Administration & Leadership

This position involves working with adults, teens, children, staff, and political figures, Library Board Trustees, Friends of the Library Organization, volunteers, and library administration. Administers libraries and performs related library services. The Branch Manager Coordinator is expected to represent the library within the community, develop programs, develop collections, provide budgeting information, manage volunteers, manage staff and manage the library facilities.

1. Library Manager/Coordinator I reports to the County Library Director.
2. Library Manager/Coordinator I with the formulation and administration of the Library Branch goals, policies and procedures which includes goal setting for the collections and educational related activities.

The Library Manager/Coordinator I will be able to:

- A. Cooperate with other staff members to meet the needs of the public, community, and the Library.
- B. Assist in all library operations, including: lock/unlock the buildings; open/close the buildings; supervise budgeting, planning, and personnel activities (develop and implement personnel schedules).
- C. Perform day-to-day administrative tasks such as maintaining information files and processing paperwork. Monitor and control resources and overseeing the spending of money, the collection of money, making timely deposits, preparation of financial reports and balancing of checking/savings accounts to quicken (or other designated financial recordkeeping system as approved by the Library Board of Trustees) and bank statements.
- D. Participate in the development of library policies and procedures.
- E. Provide input into the architectural planning of library facilities, order and maintenance of the library facilities, and arranging/rearranging of the interior of the library facilities.
- F. Plan and participate in library fundraising activities.
- G. Perform public relations work for the library including giving community talks.
- H. Write proposals for research or project grants.

- I. Follow county and system policies and procedures.
- J. Maintains recordkeeping of the volunteers and supervises the volunteers.
- K. Participate in the organized meetings of the “Friends of the Library” organization.
- L. Coordinate the continued training and development of staff members.
- M. Evaluate the performance of subordinate department heads and staff members.
- N. Direct a public relations program to promote and publicize the Library in the community.
- O. Maintain current knowledge of new developments in the library field.
- P. Develop, supervise, and implement the keeping of records and the preparation of reports.

II. Objectives

The Library Manager/Coordinator I tasks will include selecting, acquiring, cataloguing, classifying, circulating, and maintaining library materials; and furnishing reference, bibliographical, and readers’ advisory services. May perform in-depth, strategic research, and synthesize, analyze, edit, and filter information. May set up or work with databases and information systems to catalogue and access information. Maintains a quiet, safe, productive, and attractive environment.

The Branch Manager Coordinator I will be able to:

- A. Search standard reference materials, including on-line sources and the Internet, in order to answer patrons’ reference questions.
- B. Analyze patron’s requests to determine needed information, and assist in furnishing or locating that information.
- C. Keep records of circulation and materials.
- D. Check books in and out of the library.
- E. Code, classify, and catalog books, publications, films, audiovisual aids, and other library material based on subject matter or standard library classification systems.
- F. Direct and train library staff in duties such as receiving, shelving, researching, cataloging, and equipment use.
- G. Organize collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access.

- H. Evaluate materials to determine outdated or unused items to be discarded (weeded).
- I. Arrange for interlibrary loans of materials not available in a particular library.
- J. Negotiate contracts for library services, materials, programs, and equipment.
- K. Must be able to lift up to 25 lb. Requires physical agility and strength to bend, reach, lift, stoop and carry. Push/pull loaded book carts when shelving materials.
- L. Must be able to supervise up to 7 library employees.

III. Customer Service

The Library Manager/Coordinator I is on the frontline to greet a diverse community of patrons, with diverse needs and capabilities and to answer their questions. This is a highly visible and responsible position—the person in this position should present a positive image of the “personality of the Library”—making all people feel welcome and accepted at the Library.

The Library Manager Coordinator I will be able to:

- A. Maintain patron confidentiality.
- B. Respond to customer complaints, taking action if necessary.
- C. Teach and assist library patrons in searching for information using databases and locating materials.
- D. Greet library users; answer the phone.
- E. Deal effectively and courteously with the public through oral and written mediums (including but not limited to email and social media).
- F. Handle public inquiries.
- G. Refer customers to outside resources and collections when appropriate in order to provide information services.

IV. Collection Development

The Library Manager/Coordinator I will be a part of a select Collection Development Team to assist in maintaining a collection adapted for the social capital as reflected in the community needs and desires (observe, receive and otherwise obtain information from all relevant sources within the community).

Give input on new and innovative ways to keep the library collection relevant and circulating. Active participant in the weeding and inventory process.

The Library Manager/Coordinator I will be able to:

- A. Select and order library materials, books, dvd's, audio visual, magazines, periodicals, etc.
- B. Weed the library collection of old/outdated/or seldom used materials (based on an approved, determined formula of criteria).
- C. Promote literacy with/through the collection.

V. Programming

Works with the Outreach Services & Marketing Librarian to promote and administer library programs and services within the community.

The Library Manager/Coordinator I will be able to:

- A. Assist with the development and implementation of Programming.
- B. Confer with teachers, parents, and community organizations to develop, plan and conduct programs.
- C. Schedule events, programs and activities.

VI. Research

Provides reference services and assists with ILL requests.

The Library Manager/Coordinator I will be able to:

- A. Give full attention to what customers are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times in ascertaining the customer reference question.
- B. Search standard reference materials, including on-line sources and the Internet, in order to answer customer reference questions.
- C. Answer customer reference questions.
- D. Locate and present unusual or unique information in response to specific requests.
- E. Arrange for interlibrary loans of materials not available in a particular library.
- F. Develop and index databases that provide information for library users.

VII. Technology

Attends to public use of equipment, including but not limited to: adding paper to fax machine and copier, assists library users with operating various equipment (technological devices), contacts Tech Services regarding equipment malfunction. Uses library automated circulation system to circulate materials, process hold requests, register/update/identify patron accounts, collect fines/fees, and evaluate circulation requests and reports. Creates professional documents and performs clerical duties. Perform a wide range of clerical, public contact and administrative duties.

The Library Manager/Coordinator I will be able to:

- A. Possess up-to-date computer and technology skills necessary for effective communications and presentations.
- B. Acquire familiarity with emerging technological trends and tools.
- C. Perform activities involved in retrieval of overdue materials.
- D. Apply technological skills to provide reference services and programs for customers and their families.
- E. Support access to the Internet, electronic resources, and databases for customers.

VIII. Professional Development

Keep informed of developments and participates in activities of professional and community organizations.

The Library Manager/Coordinator I will be able to:

- A. Maintains a membership in a professional library society (i.e. ALA, PL, ArLA, ARSLA, ALPS, etc.).
- B. Attends a minimum of one Professional Development Seminar per year relating to libraries.

IX. Other Duties As Assigned

Reports to: This position reports directly to the County Library Director.

Job Requirements: A college degree is preferred/extensive library experience is given consideration. A degree in Library Science or Education is highly desirable. A good knowledge of books, literature, technology and working with the public is a must.

Salary Range:

Approved by Library Board: September 1, 2015

Revised On: