



Job Code: 0760
FLSA: E
Unit: MGMT
Revised:

LIBRARY SERVICES MANAGER

DEFINITION

Under the general direction of the Director of Library Services, the Library Services Manager plans, directs and manages the Public Services Division of the Pleasanton Public Library; oversees the administrative, financial, and operational activities of the Public Services Division; and does related work as required.

SUPERVISION RECEIVED/EXERCISED

Reports to the Director of Library Services. The incumbent will direct the Public Services Division which involves the supervision and evaluation of professional and technical staff.

TYPICAL DUTIES

1. Under general direction, organizes and directs the Public Services Division, which includes reference, adult, children, and circulation services, as well as the volunteer, booklegger, and literacy programs.
2. Assists in the development and execution of policy recommendations for the Library Commission and City Council.
3. Prepares routine reports and correspondence.
4. Assists in the development and implementation of services, technology, materials, and facilities for the library to meet community needs and library goals.
5. Participates in the hiring, training, evaluation of staff according to the City's personnel policies; and provides assistance to library staff in resolving daily problems and meeting goals and objectives.
6. Assists in interpreting policies and procedures to staff.
7. Assists in setting work priorities and coordinating and scheduling assignments, monitors developments related to library operations, evaluates their impact, and recommends improvement.
8. Assists in the development of the Library budget.

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9. Coordinates the processing of routine financial transactions including purchase order preparation and submittal, invoices, and other related items.
10. Represents the Director at meetings, conferences and similar functions.
11. Acts in the absence of the Director.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of public library objectives, organization, program planning, and systems development.
2. Administrative principles and methods, including goal setting, program and budget development, work planning and organization.
3. Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.
4. Principles and practices of exceptional customer service.

Skills to:

1. Planning, organizing, administering, reviewing, and evaluating the work of assigned professional and technical library staff.
2. Coordinating assigned programs and services.
3. Assisting in developing, implementing, and interpreting goals, objectives, policies, procedures, work standards, and internal controls.
4. Preparing clear and concise correspondence, reports, and other written materials.
5. Exercising sound, independent judgment within established guidelines.
6. Establishing and maintaining effective working relationships with individual employees, community groups, and library patrons.

Education/Experience:

Equivalent to graduation from a college or university with a Master's Degree in Library Science or a closely related field, and five years of management or administrative experience in the library profession. Previous experience as a professional librarian managing programs and services, as well as supervising and evaluating professional and technical staff is highly desirable.

License:

Possession of a valid California Drivers License and a satisfactory driving record.
(jd0760.sam)

