

## MANAGER, LIBRARY SERVICES

**PURPOSE:** To manage the operations of the Duluth Public Library system and the development and implementation of its service programs, and to provide leadership and advocacy for quality, state-of-the-art library service.

**FUNCTIONAL AREAS:** Under the direction of the Director of Community Resources:

1. Plan, direct, supervise and evaluate library operations and services at the main and branch libraries.
  - \* A. Establish short- and long-range goals and objectives within budgetary constraints.
  - \* B. Review, develop, recommend and implement division policies and procedures.
  - \* C. Develop and monitor division budget.
  - \* D. Maintain awareness of changing trends and technology in public library operations to aid in formulating, recommending, implementing and evaluating the effectiveness of new or revised methods and plans to increase productivity, improve performance, and reduce costs.
  - \* E. Supervise the development, organization, and coordination of work plans by Librarian III's in their respective areas.
  - \* F. Develop and maintain broad knowledge of the Library's collections and all related selection policies.
  - \* G. Review and evaluate service levels, needs and interests of the community, determine how to meet those needs, and develop and implement programs/projects.
  - \* H. Research funding opportunities, develop proposals, and administer grant-funded projects.
  - \* I. Prepare various reports, records, and correspondence to meet City and State requirements, community needs, and applicable laws.
  - \* J. Represent the library at professional, governmental, and community events and meetings.
  - \* K. Provide for outreach to individuals, organizations, agencies and businesses in the community.
2. Supervise library staff.
  - \* A. Prioritize, assign work and projects, and coordinate schedules of assigned personnel.
  - \* B. Effectively recommend the hire, transfer, promotion, and suspension or discharge of subordinate personnel.
  - \* C. Establish work standards, provide coaching and feedback, and conduct employee evaluations.
  - \* D. Discipline assigned personnel as necessary.
  - \* E. Provide for the ongoing training of employees in emerging methods, trends and technologies and proper and safe work methods and procedures.
  - \* F. Effectively recommend adjustments or other actions in employee grievances.
  - \* G. Delegate authority and responsibilities to others as needed.
  - \* H. Disseminate instructions and information to employees through effective oral and written communications.
3. Perform related duties.
  - \* A. Evaluate and effectively respond to requests and complaints from the public, City staff, and other entities.
  - \* B. Provide for effective utilization of the media to communicate library programs, services, issues and needs to the community.
  - \* C. Maintain awareness of pertinent legislation, regulations and professional developments that may affect library or City operations and disseminate information to appropriate personnel.
  - \* D. Act as City's liaison to the advisory Duluth Library Board and the Duluth Library Foundation Board.

- \* E. Notify Maintenance Operations of building and physical plant needs to coordinate necessary work.
- F. Perform related tasks as required.

**JOB REQUIREMENTS**

Education & Experience Requirements

- ◆ A. Master's degree in Library Science from an American Library Association accredited school plus five (5) years of professional library experience, of which at least two (2) years are at a supervisory or management level.

Knowledge Requirements

- ◆ A. Current, comprehensive knowledge of the principles and practices of Library Science, including cataloging and classification; reference and research; reader's advisory; collection development; library information networks; censorship and copyright laws; library automation and technologies; electronic and web-based resources; data and patron privacy laws; and public library management and marketing.
- ◆ B. Knowledge of accepted supervisory and personnel management practices and the ability to use them effectively.
- ◆ C. Knowledge of the principles and practices of budget development and administration.

Skill Requirements

- ◆ A. Skill in communicating effectively both orally and in writing.
- ◆ B. Skill in the use and application of library technologies and equipment, and use of personal computer.
- ◆ C. Skill in effectively managing multiple projects.
- ◆ D. Skill in managing the daily operations of a library.
- ◆ E. Skill in developing and maintaining effective working relationships with Library and City staff, the library board, professional organizations, other outside agencies, and the general public.
- ◆ F. Skill in organizing, analyzing, and evaluating data to formulate and execute plans.
- ◆ G. Skill in making public presentations and in public media relations.

Ability Requirements

- ◆ A. Ability to estimate costs and prepare budget projections.
- ◆ B. Ability to analyze and effectively solve problems.
- ◆ C. Ability to analyze and evaluate operations, procedures and policies.
- ◆ D. Ability to plan, organize, assign, coordinate and manage activities of library staff.
- ◆ E. Ability to maintain a positive and flexible approach to changing needs within the community and to a changing information environment.
- ◆ F. Ability to work effectively in collaborative groups.
- ◆ G. Ability to effectively use computers and standard applications software.
- ◆ H. Ability to attend work on a regular basis.

Physical Requirements

- ◆ A. Ability to transport oneself to and around various work sites.
- ◆ B. Ability to transport light loads such as presentation materials weighing up to 25 pounds.

- \* Essential functions of the position
- ◆ Job requirements necessary the first day of employment

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