

**LIBRARY MANAGER
WAYNE COUNTY LIBRARY**

JOB SUMMARY: This position is responsible for managing operations of the county public library.

MAJOR DUTIES:

A. Circulation of materials:

1. Check library materials in and out
2. Maintain all related records
3. Follow inter/intralibrary loan procedures. Request materials not available and provide materials requested by the Interlibrary loan department
4. Register patrons and maintain patron information
5. Request circulation related supplies from the head of Technical Services
6. Direct cataloging problems or questions to the head of Technical Services
7. Supervise all aspects of collection development and maintenance
8. Evaluate book reviews for acquisition purposes

B. Basic reference Assistance

1. Direct patrons to reference tools as needed
2. Refer reference requests to appropriate professional staff member
3. Direct patrons to the toll-free reference hotline service
4. Maintain vertical file of local newspaper articles and other helpful materials

C. Children services assistance

1. Conduct the annual reading program. Materials such as posters, bookmarks, and registration tools will be provided by Georgia Public Library System (GPLS)

D. Audiovisual services assistance

1. Maintain the library collection of audiovisual materials and equipment
2. Assist the patrons in the utilization of audiovisual materials and equipment

E. Maintain the library in a neat and orderly fashion within budget

1. Coordinates and schedules building maintenance and repairs.
2. Develops the annual library budget and fee schedule; monitors expenditures under the current budget, seeks outside funding for library programs as necessary
3. Prepares grant applications
4. Coordinates fundraising and special events with library volunteers.

F. Supervise Library Associates, approved substitutes, shelvers, summer workers, and volunteers

1. Participates in interviewing, evaluating, and disciplining of employees when directed by the Director
2. Scheduling of personnel to meet library hours of operation as set by the local Board of Trustees
3. Training and counseling of personnel

G. Report all operational problems to the appropriate Department Head

H. Prepare and release all news items to local media in a timely and efficient manner when required

1. Make presentations concerning library operations to the Library Board, elected officials, state personnel, professional associations, local agencies, civic organizations, school groups, and the general public
2. Liaison between Friends of the Library and other community groups

I. Attend Library Managers meetings as scheduled by the Director

1. Participates in professional development activities
2. Participates in Manager Meetings to include: group decision-making regarding regional policies and procedures, regional problem solving, maintaining courtesy and professionalism and the rule of the majority.

J. Perform any additional duties which may be assigned by the Director, Department Heads, or local Board of Trustees

1. Consults with local and regional boards to develop policies

KNOWLEDGE REQUIRED FOR THIS POSITION:

1. Knowledge of library science and administration, a Masters of Library Science is desirable.
2. Knowledge of funding sources and related procedures.
3. Knowledge of managerial and supervisory principles and practices.
4. Knowledge of accounting and bookkeeping practices.
5. Skill in management and supervision.
6. Skill in planning and organizing work.
7. Skill in the use of a computer and automated library system.
8. Skill in the use of office and audiovisual equipment, including a scanner, copies, facsimile machine, microfilm/microfiche reader, television, video player, and projector.
9. Skill in maintaining files and records.
10. Skill in public relations.
11. Skill in report preparation and presentation,
12. Skill in oral and written communication.

SUPERVISORY CONTROL:

The Wayne County Library Board assigns work in terms of very general instructions. Work is reviewed through conferences, reports, and observation of library activities. Responsibility for the day-to-day operation of the library will be under the advice and counsel of the Director of the Region and the professional staff.

GUIDELINES:

Guidelines are outlined in the PINES policy and personnel policy of the Wayne County Library.

COMPLEXITY:

The work consists of varied duties in managing and supervising the operation of the library. Frequent interruptions contribute to the complexity of the work.

SCOPE AND EFFECT:

The purpose of this position is to coordinate the operation of the county library. Successful performance in this position assures the effective and efficient operation of the library.

PERSONAL CONTACTS:

Contacts are typically with co-workers, elected officials, civic representatives, and the general public.

PURPOSE OF CONTACTS:

Contacts are typically to give or exchange information, resolve problems, provide services, and motivate or influence people. Contacts may be people you encounter at the library or as you are out in town. Remember always speak of the library in a positive manner.

PHYSICAL DEMANDS

The work is typically performed while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects.

WORK ENVIRONMENT:

The work is typically performed in the library.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

This position has direct supervision over all personnel.

MINIMUM QUALIFICATIONS:

1. Knowledge and level of competency as determined by the Library Board of Trustees.
2. Experience sufficient to thoroughly understand the objectives and functions of the library.
3. Possession of a valid driver's license issued by the State of Georgia.

4. High school diploma/GED or college level courses. May at sometime in the future require a MLS (Master of Library Science) degree.
5. Minimal typing skill, filing skills, basic record keeping skills, basic computer skills, and a demonstrated ability to work well with the general public.