

City of Dunedin, Florida
Class Description

JOB TITLE: Library Manager
Library Department

GENERAL STATEMENT OF JOB

Under general direction and supervision, plans, organizes, conducts and oversees library services. Provides strategic direction, leadership and direct supervision of staff. Performs related professional and administrative work as directed. This is a salaried position that is exempt from overtime rules in accordance with the Fair Labor Standards Act. Reports to the Library Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Plans, directs, oversees and coordinates the operations of the public service desk and provides effective and efficient services in accordance with Library goals, objectives, policies and procedures.

Supervises subordinate staff members and volunteers. Supervisory duties include instructing; assigning, reviewing, scheduling and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems and recommending employee discipline and discharge.

Effectively delivers library services to patrons. Maintains personal skills and knowledge to assure quality of service in person, online and by phone in the areas of library collections, technology, reference, readers' advisory, materials handling and customer service.

Participates in the planning of Library goals and objectives; evaluates policies and procedures and makes recommendations for change as appropriate.

Provides training and supervision to staff in using ILS software, online resources and other library software.

Oversees and participates in collection maintenance along with utilizing collection management tools.

Ensures safe conditions for staff, patrons and building operation. Takes appropriate action in emergency procedures and assists with security needs.

Attend supervisor meetings, staff meetings, city meetings and trainings and countywide special interest group meetings.

Maintains department records and statistics with accuracy; prepares various reports as required.

Participates as a Passport Agent for the Library Passport Acceptance Facility.

Assists with the Branch Library and other public desks as needed.

Provides outreach at city/community events and other local organization programs or events.

Creates promotional and educational items for staff, patrons and stakeholders.

Operates library and office equipment including, but not limited to copy machine, self check-out machine, crafting equipment and library sound system.

Circulation Library Manager

Upholds countywide circulation policies and procedures and maintains the patron database with accuracy and confidentiality.

Oversees the registration of new patrons, fees and the issues related to patron accounts.

Facilitates and manages cash handling to include, but not limited to, daily revenue reports, reconciling cash registers, audits, credit and coin-op machines.

Oversees the transit of materials to and from other cooperative libraries.

Oversees the checkout and maintenance of special items, services and collections.

Youth Services Library Manager

Oversees, coordinates, collaborates and schedules youth programming with youth services staff.

Participates and oversees collection development activities such as reading reviews, ordering library materials and maintaining collection through weeding and evaluation.

Manages gifts, grants, donations and Friends of the Library funds for youth programming and services.

Collaborates with other city departments, state and county departments and local schools on services to Youth.

Enhances the Library's relationships with community stakeholders, especially those with youth focus.

ADDITIONAL JOB FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Serves as Acting Director in the absence of the Library Director and Assistant Library Director as required.

Participates in library committees and professional organizations on the county, state and national level.

Continues learning about current theories and trends in library operations, services and programming along with completing continuing education webinars and attending workshops.

Works with stakeholder groups such as the Library Advisory Committee, Friends of the Library and the Library Foundation.

Performs routine administrative/clerical work as required.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Master's degree in library science with five years of experience in library operations.

Requires at least one year in a supervisory capacity.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess a valid Florida driver's license.

This position is Category B for the purposes of Dunedin Emergency Management. The incumbent may be required to be onsite/available as scheduled during times of emergency as declared by the City/County Commission or City Manager.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Library Manager - in assigned area. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the areas of library science, library technology, collection development and maintenance reference services, etc. Is able to make sound, educated decisions. Knows how to make public presentations. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards to the purpose of recognizing actual or probable interactive effects and relationships. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing directing and supervising various programs and related activities. Is able to train, assist, motivate and provide leadership to assigned staff. Is able to perform employee evaluations and to make recommendations based on results.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of and skill in the use of modern office equipment. Requires the ability to use, operate and/or handle equipment such as a computer, copier, telephone.

Verbal Aptitude: Requires the ability to use a variety of reference, descriptive and advisory data and information. Has thorough knowledge of terminology and related professional languages used within the department as such pertain to work responsibilities. Has knowledge of proper English usage, grammar vocabulary and spelling.

Mathematical Aptitude: Has the mathematical ability to handle required calculations.

Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; to use principles of basic probability and statistical inference.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution. Is able to read and interpret materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental or subjective criteria as opposed to that which is clearly measurable or verifiable. Has the ability to plan and develop daily, short- and long-term goals related to organizational purposes. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work involving moving from one area of the office to another and some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (up to 20 pounds); some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Library Director

1/16/2024
Date