Superior District Library/DeTour Library

Job Description

Title: Library Manager

Supervisor: Library District Director

Classification: DeTour Library

**JOBS AND RESPONSIBILITIES**

*Job Purpose*

As a full-time (30-35 hour per week) member of the District’s Management Team, this position is responsible for the supervision of day-to-day functions in the library, in conformance with District policies and procedures and professional standards. Leads the Library in innovations to fully serve the mission of the Superior District Library.

*Primary Duties*

* Organizes, plans, and implements activities for adult patrons, in coordination with the Friends of the Library
* Evaluates employees, and otherwise supervises the library staff
* Assists the District Director in the development of the DeTour Library budget and oversees appropriate expenditure of funds
* Maintains Library statistics over time and prepares a monthly report for the Library Director to keep the District Library Board abreast of the DeTour Library’s work
* Participates in grant writing and other DeTour Library fundraising by coordinating with the Director and staff
* Assists the Library Director in the development of District goals and objectives
* Serves on various local, Cooperative, and statewide committees
* Recommends, develops, implements and evaluates plans for the DeTour Library
* Works on collaborative initiatives with the various community organizations and businesses
* Takes on special projects and performs other work as determined in conjunction with the District Director

*Secondary Duties*

* Coordinates the planning, implementation and review of library programs, outreach and other activities
* Provides story times for elementary school children during the school year
* Provides Lexile Levels and AR ratings in the books for the teachers
* Oversees the solicitation, scheduling and activities of volunteers for DeTour Library
* Represents the Library appropriately at workshops and educational meetings
* Participates in community activities; works with community and neighborhood organizations to benefit the Library
* Participates in Continuing Education workshops, webinars, and conferences
* Performs other duties and responsibilities as assigned within the scope of the position or field of expertise

*Knowledge, Skills and Abilities*

* Supervisory experience of two or more years preferred
* Equivalent combination of experience, education and training which provides the required knowledge, skills, and abilities
* Reads and writes legibly, speaks articulately, and understands English
* Demonstrates knowledge of professional library practices, procedures, and techniques.
* Ability to supervise others
* Exercises initiative and is able to make independent decisions
* Uses sound judgment and logical reasoning in resolving problems
* Ability to manage a library
* Possesses interpersonal skills to work effectively with a variety of audiences
* Ability to cooperate as a team member with other Library Managers and staff
* Demonstrates knowledge and experience in the use of library equipment
* Ability to handle confidential and sensitive information with discretion
* Excellent computer, word-processing and Internet skills

*Physical Demands and Qualifications*

* Work is normally performed in an office environment, although some off-site work may be required
* Ability to work flexible hours, including evenings and weekends
* Requires standing, walking, stooping or crouching, kneeling, crawling, balancing, sitting, reaching, pushing, and grasping
* Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects
* Must have access to transportation for performing job responsibilities as required
* Must present a neat, clean and professional appearance and be motivated to work