

Code: 6127

Title: LIBRARY SERVICES MANAGER

SUMMARY: Plans, organizes, coordinates, and administers the operation of multiple Library service units and/or system-wide Library resources and system-wide programs and specialized services.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Administers all activities of the assigned activity including evaluating resources, personnel, and facilities and long-range program planning;

Develops and establishes short- and long-range goals and objectives and program performance plans for the assigned activity;

Participates in the planning, program evaluation, and policy and procedure development;

Directs the preparation and administration of the assigned activity budget, and participates in the preparation of the Library Department budget;

Plans and prepares grant applications for funding of improved or enriched public service programs, and directs special projects;

Develops and implements innovative Library programs to serve the needs of a large community area;

Participates with community groups and organizations in planning and coordinating library-related activities, and recommends programs and activities to enhance Library public relations;

Plans and conducts staff development workshops and training programs;

Speaks to community groups about Library programs and services

Performs as a department representative to other sections of the department, other County departments, private sector and other agencies, and entities at meetings, on committees, task forces, councils, boards, teams, and in media relations;

Establishes comprehensive safety and loss prevention procedures that adequately train employees, identify problems, and ensure compliance with safety regulations.

May train, supervise and evaluate assigned staff;

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of library science, to include collection development and maintenance;
- principles and procedures of public administration, management, and program planning, development, and evaluation and grants process;
- computer-based resources and applications in a library system;
- organization and functions of assigned or supported departments;
- principles and techniques of public relations related to the promotion of Library resources and services;
- principles and practices of public sector budgeting, accounting, purchasing, contracting, and financial management;
- trends and advances in library management and resources;
- community agencies, organizations, and other library resources;
- pertinent copyright law, rules, regulations and "fair use" doctrines;
- principles and techniques of public relations related to the promotion of Library resources and services;
- principles and techniques for the prevention of occupational and industrial safety and health hazards;
- principles and techniques of staff supervision, training and evaluation.

Skill in:

- developing and managing the provision of specialized Library services;
- planning, developing, evaluating, and managing programs and projects;
- developing and maintaining a multi-media library collection;
- preparing and administering a work-unit budget, including grants' funds;
- promoting the use of Library resources;
- operation and maintenance of library equipment;
- promoting the use of library resources, through contact with the public, neighborhood groups and other County departments and outside agencies;

- developing and implementing safety procedures and policies;
- maintaining records of activity and submitting routine, recurring and special reports;
- communicating effectively, both orally and in writing;
- training, planning and supervising the activities of professional and technical staff.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Six years of experience in library management or in library system-wide development and coordination in the major library fields of adult, young adult, children's and/or other specialized services of similar scope. [A Master's degree from an accredited college or university in library science and/or administration, specialized library services, personnel management or closely related field, as determined by the Appointing Authority, may substitute for one year of the aforementioned experience.]

OR:

(2) One year of experience with Pima County as a Librarian III.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of initial/promotional probation.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.