

GENESEE COUNTY

LIBRARY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Serves as head of a library. This position involves responsibility for simple library functions and administrative tasks. The work involves carrying out library policy as determined by the library board and standard practice. May also work with Public Library System Librarians in planning and implementing library services. Direct supervision is exercised over other library personnel.

TYPICAL WORK ACTIVITIES:

Selects materials for acquisitions using standard review sources and library system aides;
Performs simple informational, reference and referral services and directs complex questions to the central library or system;
Recommends building repairs and alterations;
Conducts library programs on subjects of community interest;
May work with system Librarians to evaluate the effectiveness of the library's services in relation to the changing needs of the community;
Recommends changes or additions in library services to the board;
Administers personnel policies established by the board;
Attends library system workshops and professional meetings;
Conducts staff meetings;
Recommends appointments, promotions and disciplinary actions.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Working knowledge of library services and procedures; working knowledge of library materials and their use; ability to use library computer and audio visual equipment; ability to carry out library policies and procedures; ability to train library staff; ability to plan, coordinate, and supervise the work of others; ability to exercise leadership and motivate others; ability to establish effective working relationships with community organizations; ability to express oneself clearly both orally and in writing to groups and individuals; skill and accuracy in the performance of technical library tasks; tact and courtesy in dealing with staff and public.

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MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education,
AND:

FOR POPULATION SERVING BETWEEN 5,000 AND 7,499:

Possession of a Bachelor's degree from a regionally accredited or NYS registered college or university.

FOR POPULATION SERVING BETWEEN 2,500 AND 4,999:

Completion of two years of college (60 credit hours) from a regionally accredited or NYS registered college or university.

FOR POPULATION SERVING LESS THAN 2,500: Two years of full-time experience working in a library setting as an aide or clerk. Volunteer and part time experience will be pro-rated.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Adopted 6/8/95

Revised 9/25/95

Revised 9/25/96

Revised 6/1/01

Revised 3/21/03

Revised 8/4/03