

# PIEDMONT REGIONAL LIBRARY SYSTEM

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

**JOB TITLE:** Library Manager

**SCHEDULE:** May be assigned any hours, including evenings and weekends

**JOB SUMMARY:** The Library Manager assumes responsibility for library operations, represents the library in the community, and provides leadership, example, and motivation for a high level of service for all patrons.

## **REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

- Manages daily operations of a library location in cooperation with PRLS policies & procedures
- Serves as key contact between public service and regional office staff
- Serves as key contact between library and outreach partners
- Supervises, trains, & evaluates branch staff
- Oversees, coordinates, and/or implements library programming for all ages
- Schedules public service staff to ensure adequate coverage
- Serves as a front-line supervisor, setting examples of customer service standards
- Collaborates with regional office staff in collection development duties such as selecting and ordering materials and weeding damaged or outdated materials from the collection
- Assists regional administration in budget preparation by identifying fiscal needs of library
- Oversees statistical reports on public service activities; uses information to promote development
- Cooperates with Regional Director in representing the Library to Board, Friends, and the public
- Oversees the deposits of funds with regional office staff
- Coordinates maintenance of library physical plant & front grounds with appropriate staff and Director

Assists patrons in the public area of the library by overseeing and:

- Registering patrons electronically and maintaining correct records in the database
- Suggesting and finding resources in the print collection
- Electronically checking out books and other materials to library patrons
- Instructing in the use of library electronic resources such as the PINES catalog and GALILEO
- Instructing in the use of public computers
- Instructing in the use of the photocopier, printer, and other equipment

Maintains a welcoming, organized, and vibrant environment for patrons by overseeing and:

- Assisting with opening and closing procedures
- Checking shelves regularly to maintain order
- Keeping public areas neat and orderly
- Preparing displays

Contributes to the workflow of physical materials by overseeing and:

- Electronically checking in books and other materials returned by patrons
- Receiving and processing books and other materials for patron requests
- Sorting and shelving books and other library materials

Develops professional skills by overseeing and:

- Keeping up with current developments in the field
- Participating in in-house staff development opportunities
- Independently seeking opportunities to enhance job knowledge

May also:

- Research and apply for grants for programs, materials and services
- Assist with meeting room reservations; assure that meeting room policies are enforced
- Process passport applications

**QUALIFICATIONS:**

- Knowledge of professional practices, theories, and procedures of public library management
- Commitment to providing highest levels of library service for all patrons
- Ability to direct, supervise, motivate and evaluate personnel in public service areas
- Aptitudes and skills in public library programming for all ages
- Skill in meeting and working effectively with the public
- Capable of reasonable self-direction
- Computer and Internet skills
- Oral and written communication skills
- Able to push loaded book trucks up to 100 pounds and carry stacks of books up to 35 pounds
- Able to stand and be on feet for several hours at a time
- Able to meet the schedule of the job including some evenings and weekends
- Knowledge of or ability to learn PINES automated library system
- Knowledge of or ability to learn the Dewey Decimal Classification System
- Ability to meet the demands of the job schedule, including occasional evenings and Saturdays
- 4-year college degree required. Relevant experience in library and/or retail fields preferred
- Master's Degree in Library Science and/or library management and experience preferred