

LIBRARY PROGRAM MANAGER I/II

DEFINITION

To plan, organize and manage all activities and programs for a specified division of library operations or services, to include the supervision, coordination, promotion and evaluation of division program.

DISTINGUISHING CHARACTERISTICS

The Library Program Manager oversees all aspects of a division of library operations. This includes supervision and scheduling of staff and volunteers; grant and report writing; partnership development and maintenance; outreach and marketing, and design, development and implementation of all division related programming. In addition, the Library Program Manager, under direction of the Library Services Director, advises the Library Board of Trustees on various subjects, drafts an annual program budget for Library Services Director consideration and action, prepares monthly and/or annual plans for regular and special programs, acquires library materials, and implements policy set by the Board of Trustees.

Library Program Manager I: This is the entry level class in the professional library series. Assignments are generally limited in scope and within the design and procedural framework established by the Library Services Director. However, as experience is acquired, the employee performs with increasing independence.

Library Program Manager II: This is the journey level class in the professional library series. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Librarian Program Manager I, or when filled from the outside, require prior professional library work experience. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class. Work in this class is distinguished from that of a Library Program Manager I by greater complexity of the assignments received and by greater independence with which an incumbent is expected to operate.

SUPERVISION RECEIVED AND EXERCISED

Works under the direction of the Director of Library Services.

Directly supervises Library Technical Assistants I/II, Library Pages, and volunteers as assigned.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

- Develops and interprets division policies.
- Coordinates program planning and service delivery for the division.
- Develops and conducts programs which reflect the guiding principles of the Library and public librarianship.

- Develops and monitors collection development plan for division collection. Supervises the collection development activities of other staff. Responsible for appearance and order of division collection.
- Supervises cataloging, classification, and processing of all library materials using ALA and LC principles and practices.
- Provides relevant training to professional staff, library technical assistants, pages, and volunteers.
- Supervises and participates in the evaluation and hiring of all division staff.
- Participates in near-term and long-range planning for the division, including budget forecasting. Coordinates staff review of programs, services and policies for evaluation and improvement.
- Researches and identifies future grant opportunities that align with the Library's needs and goals, implements all stages of grant process from conception and writing to implementation, reporting, and evaluation.
- Coordinates program planning with school Librarians to ensure complementary services to students.
- Provides leadership in working relationships and communication, ensuring high productivity and quality public service; with other community agencies and city departments.
- Prepares materials to publicize the services and resources of the division.
- Evaluates the various programs to ensure success with the Community, and adjust the programs as needed.
- Prepares regular reports for the Library Services Director.
- Maintains awareness of trends in library services and of issues affecting services to a specific population. Attends meetings and participates in professional library organizations.
- **Regular, predictable, consistent and timely attendance is an essential function of the position.**
- Performs duties in other library divisions and participates in library special projects as needed.
- Supervises the entire library, including personnel and facilities, in the absence of the Library Services Director.

SKILLS, KNOWLEDGE, AND ABILITIES

- An occupationally significant combination of understanding of modern library objectives, knowledge of library materials and equipment, initiative, good judgment, accuracy, and flexibility.
- General knowledge of literature and materials.
- Specific knowledge of literature and materials relevant to specified division.
- Demonstrated ability to plan, implement, and evaluate library programming.
- Demonstrated ability to communicate effectively orally and in writing.
- Ability to apply principles of library science to solve practical problems in situations where only limited standardization exists.
- Knowledge of the principles of library administration, including collection development, planning, coordination, program management and budgeting.
- Knowledge of supervisory methods, including work delegation, scheduling, evaluating performance and maintaining morale.
- Ability to prepare and deliver brief, concise and attractive reports of library services and facilities both orally and in writing.

- A working knowledge of computer applications for library services.
- Ability to work effectively with library staff and library patrons.
- This position is also invested with making professional-level library technical decisions. The work requires that the employee have considerable knowledge, skill and ability in every phase of the public library field.
- Ability to meet the physical requirements necessary to safely and effectively perform the assigned duties

MINIMUM EDUCATION AND EXPERIENCE:

Library Program Manager I

Education:

Possession of a Master of Library Sciences Degree from an accredited college or university.

Experience:

One (1) year experience supervising staff and/or developing/managing programs.

Library Program Manager II

In addition to the qualifications for Library Program Manager I

Experience:

A minimum of four (4) years' responsible experience in a professional librarian capacity, including one (1) year in a supervisory capacity and one (1) year of managing programs.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 25 pounds of force occasionally.

Other Requirements

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.