

# CLASSIFICATION ADDENDUM

## Job Title: Library Manager

Classification Specification: Senior Manager/Program Manager

Barg Unit: Non

Pay Grade: D63

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### Essential Characteristics and Duties Addendum

The Library Manager performs duties managing a division within the City Library and performs professional librarian duties; managing either Support Services, Adult Services, or Youth Services, the position coordinates operations with other divisions; develops, administers, and monitors related budgets; supervises staff; participates as a member of the Library Management Team; contributes to policy formation, program development, and organizational planning; develops, implements, and maintains related procedures for compliance with appropriate regulations and policies; selects, develops, and maintains assigned collections; coordinates interlibrary loans; researches, recommends, and develops related programs to provide needed Library services; negotiates vendor contracts; organizes and coordinates direct cultural programs; provides reference, readers' advisory, and general patron assistance; represents the department during interaction with the media, the public, other departments, schools, and various agencies; coordinates library programming and marketing activities; acts in the absence of the Library Director as required. Performs related duties as assigned.

### Qualifications Addendum

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### Training & Experience:

- In the field of library/information science with professional level library experience, including management experience.

#### Licensing Requirements:

- N/A

#### Knowledge:

- Principles and practices of professional library work; including library ethics;
- Categorizing, classifying, and processing library materials;
- Library operations, methods, and policies.

#### Skills: *(Demonstrated skill in performing the following)*

- Coordinating and implementing library marketing programs; interpreting complex guidelines.

**Qualification For Grade Progression:** N/A

<b>Physical Requirements Addendum</b>
---------------------------------------

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.
---------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>Addendum History</b>
-------------------------

Created: 2012.01