

COUNTY OF SOLANO

LIBRARY BRANCH MANAGER

DEFINITION

Plans, organizes and directs the operations of a large regional library or number of small branch libraries and related library outreach efforts to provide a comprehensive program of library services; supervises and evaluates work of staff; monitors and implements budgets; coordinates with administration and other managerial staff on policy and procedure; participates in public relations activities; and ensures proper maintenance and safety of the facility and equipment.

CLASS CHARACTERISTICS

This class is characterized by the responsibility for the administration and operation of a single regional library and/or several small branch libraries. This class is distinguished from the Administrative Librarian in that the latter is responsible for the overall management of the major organizational division of the department, which includes the integration of several service components. This class applies independent judgment in interpreting established policies, goals and objectives and in applying concepts, plans and strategies, which may deviate from traditional methods and practices. The incumbent will monitor, coordinate and assist in developing the assigned budget.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Administrative Librarian for Public Services.

Exercises supervision over clerical, technical, professional and/or supervisory positions.

EXAMPLES OF DUTIES *-Duties may include but are not limited to the following:*

Plans, organizes and directs the operation of a large regional library or several small branch libraries; develops and implements policies and procedures to insure efficient and effective library services are provided to meet the information needs of the community.

Supervises library services staff engaged in technical and professional level library work and support services; evaluates staff work performance and determines method of work assignment; assesses and implements staff development and training needs; provides direct professional library services as needed.

Plans and manages the operation of the assigned regional library and/or small branch libraries; performs various administrative tasks and completes required reports; conducts assessments of collection needs; collects and analyzes data to identify needs; studies and analyzes organizational work flow and layout to provide recommendations for improvement.

Prepares regional library budget and/or small branch budgets; administers the materials, trust funds and other budgets; monitors library services expenditures.

Coordinates with other sections of the County Library and other agencies, boards and committees within the community in the development and maintenance of public library services and programs; prepares information regarding the regional library or small branch library activities; sets standards for service with other managers; evaluates program effectiveness and provides recommendations for improvement.

Participates in promotional and public relations tasks; performs promotional work in creating interest in library services; creates and implements strategies for improving awareness of library services; receives and responds to complaints and concerns from the public and patrons.

Participates and represents the Library in meetings regarding the assigned library branch administration and related issues; prepares a variety of narrative and/or statistical reports; may direct or participate in administrative studies; may be assigned additional managerial, supervisory and/or administrative responsibilities.

Ensures the upkeep of the facility and equipment; coordinates maintenance activities; monitors facility use and resolves potential safety issues.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices and techniques of library science and services including material selection and information sources.

Principles of management and organization necessary to administer and monitor library operations and services.

Procedures and techniques used in planning, evaluating and administering a regional library or a number of small branch libraries.

Purposes, goals and policies in library administration.

Training and supervisory practices.

Generally accepted budgetary practices and procedures.

Skills to:

Utilize and operate basic office and library related equipment.

Ability to:

Plan, organize and direct a regional library and/or a number of small branch libraries.

Identify and evaluate the need for developing proposed changes in library service patterns and procedures.

Supervise, advise, consult with and train the work of others engaged in professional and technical level library work and support activities.

Evaluate effectiveness of staff in reference, collection development and other related library services.

Establish and maintain cooperative working relationships with representatives of community organizations, boards and commissions, library agencies and other County departments.

Develop, implement and monitor various budget and funding sources.

Experience and Education/Training

Experience:

Four (4) years of professional librarian experience involving the provision of public library services including reference and collection development as well as programming including two years of experience supervising professional level staff.

Education/Training:

Masters degree in library science from an accredited college or university is required.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class C California driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel will be required.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, violence, disease, pathogenic substances, and traffic hazards.

Director of Human Resources

Established Date: September 1991

Revised Date: February 2003

BOS Date: June 30, 2003

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