

COUNTY OF SOLANO

LIBRARY TECHNICAL SERVICES MANAGER

DEFINITION

Plans, organizes and coordinates library services including collections development, acquisitions, cataloging, processing and interlibrary loan; to procure library materials and make them available to the public; supervises and evaluates work of staff; serves as a member of the department's management team.

CLASS CHARACTERISTICS

This class is characterized by the responsibility for overseeing activities of the Technical Services unit of the Library's Automation and Technical Services Division. Employees assist in ensuring effective program implementation and quality of library services and participating in management activities affecting Library operations. This classification is distinguished from the Administrative Librarian in that the latter directs a major organizational division through subordinate managers and supervisors.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an Administrative Librarian.

Exercises supervision over professional, supervisory, technical and clerical staff.

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

Plans, organizes, directs, and coordinates the workflow for the division; assigns work activities and projects; reviews and evaluates quality of services, methods and procedures; meets with staff to identify and resolve problems.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures for the unit; studies and analyzes organizational workflow and layout to provide recommendations for improvement..

Participates in the development and implementation of goals, objectives, policies and priorities for the unit; recommends and administers policies and procedures; assesses and monitors community needs; identifies opportunities for improving service delivery methods and procedures.

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

Participates in selection, motivates and evaluates employees; provides or coordinates staff training; interprets policies and procedures to staff; plans and conducts staff meetings; works with employees to correct deficiencies; implements discipline procedures.

Prepares and administers unit and library materials budgets; develops implementation plan and guidelines for budgets; monitors expenditures; approves payment of invoices from outside vendors.

Compiles statistics, provides data, and prepares reports.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Attends and participates in professional group meetings; stay abreast of new trends and innovations in the field; attends continuing education workshops; confers with other sections of the County Library and other agencies in the development and maintenance of public library services and programs; prepares information regarding the library activities.

Monitors inventory of supplies and orders as necessary.

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 monitor services.

Procedures and techniques used in planning, evaluating and administering library services.

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:

Identify and evaluate the need for developing proposed changes in library services 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.

Communicate clearly and concisely, both orally and in writing; compose correspondence independently.

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:

Three (3) years of professional librarian experience in Technical Services, including collection development, acquisitions, cataloging, processing and interlibrary loan of library materials; including one year at the supervisory level.

Education/Training:

A Master's degree in library science is 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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