# CITY OF FOLSOM

## LIBRARY MANAGER

**DEFINITION**
Under general direction, manage and direct the activities of the Library.

**SUPERVISION EXERCISED**
Exercise direct and indirect supervision over lower level managerial, professional, technical, and/or clerical personnel.

**EXAMPLES OF ESSENTIAL DUTIES**
**NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.**

- Plan, direct, and supervise the activities and lower level Library personnel; assign work, make hiring decisions, supervise, train, discipline, and evaluate performance of subordinate staff.
- Plan, initiate, organize, control, implement, and evaluate Library goals, objectives, and policies; develop overall priorities and plans, and resolve issues.
- Provide leadership and direction to Library staff.
- Ensure quality customer service.
- Develop and monitor the Library Budget including authorizing expenditures.
- Assist in community outreach programs.
- Manage the acquisition and cataloging of all library materials.
- Authorize Library payroll, purchasing, leave slips, staff evaluations, and step increases.
- Participate in committees.
- Oversee fees, fines, and overdue collections.
- Maintain a safe and efficient library facility including the coordination of services with city staff in facility, information services, park and recreation, and code enforcement departments, and vendors.
- Attend trainings and workshops to improve services.
- Prepare, authorize, and monitor all State Library reports.
- Participate in Library Commission and other committees and teams.
- Perform general Librarian duties as needed.
- Perform related duties as assigned.

## EMPLOYMENT STANDARDS

**NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Essential Duties" section of this specification.**

### Knowledge of:

- Principles and practices of professional library work, including modern library methods, practices, techniques, and terminology.
- Principles and practices of supervision, training, discipline, and performance evaluation.
- Computer-based information products.
- Theory and philosophy of librarianship.
- Automated library information systems and equipment usage.
- Policies, procedures, and functions of the library system.
- Principles of administration, organization, management, budget, personnel administration, and public relations.
- Principles and practices of supervision.
- Common word processing, spreadsheet, and database software.

### Ability to:

- Establish and implement goals and objectives for the Library.
- Supervise, train, discipline, and evaluate subordinates.
- Plan and organize programs and set priorities.
- Analyze and prioritize situations and adopt an effective course of action.
- Adapt to modern technologies.
- Develop and conduct special programs.
- Apply professional knowledge to practical problems on the job.
- Use electronic tools for reference.
- Plan and implement specialized programs.
- Maintain accurate records and files.
- Analyze and respond to community needs and requests.
- Conduct research using numerous resources including the internet.
- Effectively communicate verbally and in writing.
- Oversee, monitor, and direct the work of lower level personnel.
- Establish and maintain effective working relationships with those contacted in the course of work.

### Minimum Qualifications:

#### Education:

A master's degree in library science from an American Library Association accredited college or university.

#### Experience:

Four (4) years of full-time experience as a professional Librarian.

**License, Certificate, Registration Requirements:**
Some positions may require the possession of, or the ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**Physical Requirements:**
Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

**Information Block**

Class Code:
FLSA Status:
Established:
Revised:
Retitled:
Workers Compensation Code
Bargaining Unit: