

## **LIBRARY MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position serves as head of a library serving a population below 7,499 and involves responsibility for basic library functions and administrative tasks. The incumbent carries out library policy as determined by the library board and standard practice. Direct supervision is exercised over other library personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees collection development by selecting library material for acquisition;  
Administers personnel policies established by the library board;  
Attends library system workshops and professional meetings;  
Prepares preliminary budget for board approval and supervises expenditure of library funds;  
Represents library at community meetings and events;  
Prepares statistical and narrative reports to the board, library system, state and local government and community;  
Conducts staff meetings and training sessions;  
Recommends building repairs, new services and automation acquisition to the board;  
Prepares grant proposals;  
Works with system Librarians to evaluate the effectiveness of the library's services in relation to the changing needs of the community;  
Develops, recommends and implements new policies, programs and/or services for board approval;  
Recruits, trains, supervises and evaluates employees;  
Provides information, reference and referral services to library patrons;  
Keeps informed of professional developments in the field through meetings, workshops, professional materials and continuing education courses.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of library services and procedures; working knowledge of library materials and their use; ability to use computer technology and Windows software (e.g., Microsoft Word, Excel); ability to carry out library policies and procedures; ability to train library staff; ability to plan, coordinate and supervise the work of others; ability to exercise leadership and motivate others; ability to establish effective working relationships with community organizations; ability to express oneself clearly both orally and in writing to groups and individuals; ability to perform technical library tasks.

**MINIMUM QUALIFICATIONS:** Possession of a Bachelor's degree and:

1. One (1) year of paid work experience in a library; and
2. One (1) year of paid work experience supervising others.

**NOTE:** Possession of a Bachelor's degree and one (1) year of paid supervisory work experience in a library shall be deemed fully qualifying.

**SPECIAL REQUIREMENT:** It shall be the responsibility of the appointing authority to ensure compliance with the New York State Board of Regents Commissioner's Regulations and any other New York State Education Department requirements for New York State public library personnel.

R.C.D.P. (09.27.2023) 12.18.2023  
Competitive