



Title: Library Manager

FLSA STATUS: Exempt from overtime under FLSA guidelines.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Community Services Director.

Exercises direct supervision professional and para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Master's degree in Library Science from an American Library Association accredited university or equivalency.
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:**
 - Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to manage and direct all activities and operations of the library system. Develops and administers goals, objectives, and performance measures; policy recommendation; develops and administers division budget, forecasts and monitors revenues and expenditures; directly or indirectly, supervises work of library personnel; researches, recommends, purchases, and manages public library collection and material acquisitions; increases community participation; coordinates activities with internal departments, outside agencies, and officials; provides reports to management, boards, commissions, and elected officials; assists with board activities; interacts with library patrons; and represents the library to boards and organizations; maintains an active involvement in professional associations.



City of Peoria

HUMAN RESOURCES

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Develops, implements, maintains, and monitors operating procedures and practices to insure efficient and effective services, safe operation, and maximum utilization of library facilities, equipment, and collection. Reviews and revises policies; monitors daily branch operations; resolves problems of patrons; plans, reviews, and evaluates collection development.
3	Manages fiscal responsibility for library budget, including IGA with county library, state grants in aid, and other grants. Prepares annual budget; reviews and approves expenses for both branches; negotiates with county and state library and consortium.
4	Initiates, develops, and maintains positive relationships with city, community, professional, and civic organizations. Utilizes emotional intelligence and interpersonal skills.
5	Periodically evaluates the use of technology and automation for serving patrons and reducing the need for additional staff. Assess financial components, technology, and reviews statistics to determine needs.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X” The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X” The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, copiers and related software.

PROTECTIVE EQUIPMENT REQUIRED:

None required.