



CLASSIFICATION NO. 259
Established: 9/75
Revised: 7/84, 11/88, 9/90, 12/07
Revised and Retitled: 5/17
FLSA: Exempt
EEO: 2

LIBRARY MANAGER

CLASS CHARACTERISTICS

Under general direction, to plan, organize and direct the library in providing services to residents in unincorporated areas of the County; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Business and Community Services provides programs and services to County residents and businesses through the North Clackamas Parks and Recreation District (NCPRD), Library Services, Parks and Property Disposition, Business and Economic Development, Library Network and Veterans Services divisions.

The Library Services Division provides patron services at the Oak Lodge Library. The Library also cooperates with the Metropolitan Interlibrary Exchange which provides checkout and return services between several libraries in the regional area.

The Library Manager is responsible for the management of the patron library services operated by the County. In coordination with the Board of Library Trustees, the incumbent formulates, revises and implements policies to meet the long-range goals of the library system.

The Library Manager differs from the Library Network Manager who is responsible for providing specialized programs and services to member libraries, including centralized cataloging, shared county-wide computer system administration and interlibrary courier delivery services within the Library Network of Clackamas County (LINCC) network. It also differs from the Library Section Supervisor which oversees the operation of an activity or program within the library system, but is not responsible for library policy or budget development and monitoring.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Plans, coordinates and implements library patron services for the Oak Lodge Library; determines nature and extent of library programs, collection development and acquisitions and specific services provided to the public.
2. Prepares annual budget and work plan; plans, implements and monitors budget expenditures; researches and initiates proposals for grants and other funding resources; supervises and monitors purchases and contracts conducted by library staff.
3. Directs the management of the Oak Lodge Library; establishes methods and procedures for daily library operations; sets general staffing schedules and library hours of operations.

4. Hires and supervises professional and clerical staff; prepares performance evaluations; recommend and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments; motivates employees to provide quality service to citizens.
5. Participates in cooperative programs and services with other libraries, County departments, businesses and other agencies; establishes level of County participation in auxiliary activities; represents County library and the Department of Business and Community Services on committees and advisory boards and at meetings and conferences.
6. Promotes community awareness and support of library programs; represents the Oak Lodge Library with community and social service organizations; maintains public relations contact with local media; develops volunteer programs and supervises volunteer recruitment and training.
7. Provides staff support to the Board of Trustees; researches and provides statistical and written reports as requested; compiles data for special federal and state reports.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of public library administration, collection development, reference and circulation systems and cataloging; principles and practices of public administration, personnel management, program planning and budget/grant administration; public relations techniques.

Skill to: Identify and coordinate County library service needs; develop effective library systems and procedures; supervise and train personnel in library procedures; direct and coordinate a variety of library programs; establish and maintain effective working relationships with the public, advisory board personnel, government officials and other library professionals; communicate effectively, both orally and in writing, including public speaking; direct and work within a team management approach; organize and maintain record systems; interpret and implement local, state and federal laws related to library operations; research, analyze local citizen library service needs and appropriate reading materials; apply research, budget and other data to develop the long range plan.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.