



CLASSIFICATION NO. 260
Established: 11/88
FLSA: Exempt
EEO: 2

LIBRARY NETWORK MANAGER

CLASS CHARACTERISTICS

Under general direction, to plan, organize, direct and manage the Clackamas County Library Network; 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 Network office provides specialized programs and services to the member libraries of the Clackamas County Library District (LINCC), including centralized cataloging, shared county-wide computer system administration and interlibrary courier delivery services.

The Library Network Manager is responsible for planning, implementing, and coordinating the centralized services and support which support the provision of consistent, dependable, quality public library service throughout the Clackamas County Library District. The incumbent is responsible for the management of two County programs, Library Systems and Shared Library Services, and liaisons with District Library Directors to define County-wide goals and to coordinate the implementation of County-wide library service improvements. This position also acts as the County Liaison to the District's Citizen Advisory Committee.

The Library Network Manager differs from the Library Manager who plans and directs the management of patron library services at the Oak Lodge Library. It also differs from the Library Section Supervisor which oversees the operation of an activity or program within the library system.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Directs the Library Systems program by planning, coordinating, implementing, and supervising the management of the Integrated Library System (ILS) and associated components; library fiber network infrastructure and security; library desktop software, hardware and peripherals; centralized cataloging, and bibliographic data quality assurance
2. Directs the Shared Library Systems program by planning, coordinating, implementing, and supervising the management of materials handling (including courier, interlibrary loan, and centralized automated materials handling); member services (including training and professional development opportunities for district library staff, supporting all LINCC

professional committees, LINCC district-wide publicity, data analysis and reporting, and centralized system-wide project management); and technology procurement services for District libraries.

3. Prepares annual budget and work plan for management programs; plans, implements and monitors budget expenditures; supervises and monitors purchases and contracts conducted by staff; and develops long-term financial plans.
4. Acts as liaison with vendors and consultants; negotiates contracts, subscriptions, software licenses, databases, and associated services on behalf of all District libraries. Monitors contract compliance and vendor performance; authorize payments.
5. Participates in and facilitates cooperative programs and services with District libraries, other regional libraries and systems, County departments, businesses and other agencies; represents the Clackamas County Library District and the Department of Business and Community Services on committees and advisory boards, and at local/regional/national meetings and conferences
6. Evaluates and analyzes operations, goals, and activities; investigates and implements improvements and modifications; develops service agreements and communication plans; prepares and presents oral and written reports on operations and activities for County and Library City stakeholders; works with clients to identify needs and priorities.
7. Hires, supervises and evaluates the work of Library Network staff; prepares performance evaluations; recommends and administers progressive discipline; provides or coordinates staff training; develops and promotes a team environment encouraging engagement with other libraries, vendors, professional colleagues and user groups to keep up with trends and advancements.
8. Remains current on trends and innovations in the field; investigates and makes recommendations to library clients and City stakeholders.
9. In conjunction with District Library Directors, develops, codifies, and cooperatively implements District-wide public library practices, procedures, and standards.
10. Coordinates the work of local and District-wide projects; guides and formulates project needs and requirements; manages and completes projects within specific time and budget constraints; prepares reports and revises projections to reflect current status. Discusses and agrees on implementation, priorities, cost, resource requirements and timelines with library clients and other stakeholders.
11. Provides staff support to the independent, citizen Library District Advisory Committee; coordinates meeting logistics, researches and provides statistical and written reports as requested, and compiles data for required reports.
12. Represents the Clackamas County Library District with County departments, and community and social service organizations; coordinates District-wide branding, promotion, and social media efforts; works with Public and Government Affairs to maintain public relations contact with local media.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles of management, library science, data processing and contract administration; Oregon budget law and general budgeting processes in local government; principles of public administration; core library science areas (acquisitions, cataloging, circulation, reference, interlibrary loan, and online searching).

Knowledge of: Automated library system operations, procedures, and network operations; library automation marketplace; recent developments in library automation standards and practices; library telecommunications, networks, and shared systems; project planning and management.

Skill to: Supervise, train and evaluate assigned staff; guide others, build consensus, and to facilitate meetings; compile and analyze data; design and present effective training to library staff on all aspects of the automation process; communicate effectively, both orally and in writing and via multimedia electronic presentations; analyze issues, procedures and problems; establish and maintain effective working relationships with library directors, library and network advisory boards, County employees and the public; maintain complete and accurate records; prepare and administer budget, contracts, and service agreements; supervise and implement a comprehensive computer support program.

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.

ADDITIONAL INFORMATION

History: Revised: 09/90, 12/07, 11/11, 05/17 (distinguishing characteristics and task edits)