

LIBRARY DIVISION MANAGER – ADULT SERVICES

Definition:

Under general direction plans, oversees, directs, coordinates and participates in the functions and programs of the Adult Services Division of the Library; supervises professional, technical and clerical staff; performs a variety of professional library work and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the class include the following:

Manages, organizes and participates in the functions/programs of the Adult Services Division and provides expertise in library related services and literature for adults.

Manages and coordinates collection development and policies and procedures related to the Adult Services Division.

Resolves library patron concerns and interprets library policies to patrons and staff.

Manages and participates in the selection, training, supervision and evaluation of staff as assigned.

Analyzes data to determine how library services will meet adult patron (high school to senior citizen) needs.

Initiates meetings with high schools and community organizations to promote, develop and evaluate library programs.

Makes written and oral presentations.

Establishes and evaluates division practices, policies and operating procedures and recommends improvements.

Attends professional meetings and conferences and reports on trends and developments.

Maintains records and prepares reports and administrative summaries.

Prepares and manages the division budget including expenditure recommendations; recommends and evaluates program/sub-program budget expenditures.

Coordinates library services and inter-divisional projects with staff, other division heads, community groups and the Library Board of Trustees.

Negotiates with library vendors as needed and administers contracts for library services as assigned.

Assists in maintaining the library in a quiet, safe and orderly condition.

Opens and/or closes and secures the library/library facilities as assigned.

Participates as a member of the Library Management Team and acts in place of the Library Director as assigned.

Operates a personal computer and uses applicable software.

Lifts and moves boxes of books and related items weighing 30 pounds or less.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

May push/pull a loaded book cart.

May drive a vehicle on City business.

Class Characteristics:

Library Division Manager – Adult Services is a single incumbent division head position responsible for managing the staff, expenditures and operations of the Adult Services Division in the Library. The incumbent performs work which requires specialized knowledge of professional librarianship principles and concepts, works under limited supervision, exercises substantial judgment and initiative and is distinguished from the Senior Librarian class by the Library Division Manager – Adult Services Division's broader functional and program responsibilities.

Contacts and Relationships:

A Library Division Manager – Adult Services establishes and maintains contact with staff in the Library. Additional contact will occur with the Library Board of Trustees, the public/library patrons (particularly adults – high school age to senior citizens), community groups, representatives of local high schools and other libraries, staff in other City departments and with publishers and vendors.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Principles, practices and procedures of library management.

Library organization, policies/procedures, methods, functions, practices, principles and terminology.

Effective supervisory and management techniques.

Cataloging standards and classification systems related to print and non-print material.

Adult literature and standard works; information sources and reference practices

Budgeting methods and procedures.

Reader interest patterns related to the selection of appropriate material.

Development and evaluation of library programs.

Customer service techniques.

Book industry markets, publishing trends and promotional practices.

English usage, spelling, grammar and punctuation.

Computer applications related to area assigned.

AND

Ability to:

Perform responsible library management duties with limited supervision.

Direct the work of, train and assist in the evaluation of assigned staff.

Plan, schedule, organize and supervise the work of assigned staff.

Promote community interest in library programs and services.

Maintain records, prepare comprehensive reports and negotiate and administer contracts with library vendors.

Analyze and evaluate data and recommend solutions to division and department problems.

Interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively orally and in writing and make oral and written presentations to a variety of groups.

Understand and carry out oral and written instructions and use independent judgment and initiative.

Prepare and manage a division budget.

Establish and maintain effective relationships with those contacted in the course of work.

Operate a personal computer and use applicable software.

Meet the public with courtesy and tact.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Bachelors Degree in any major and a Masters Degree in Library Science from an accredited college or university.

AND

Experience:

Three years of progressively responsible professional librarianship experience to include one year of supervisory experience.

Special Requirements Include:

Must be able to work a flexible schedule including evenings and weekends to accommodate City needs.

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

The City of Fullerton's Conflict of Interest Code requires that the Library Division Manager file financial disclosure statements in accordance with state and local laws.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office and library/public counter environment. The incumbent uses a computer, keyboard and related equipment, sits, stands, walks, kneels, crouches, twists, reaches, bends, uses a step stool, grasps, lifts and moves boxes of books, library equipment, supplies and related items weighing 30 pounds or less. The incumbent will be exposed to book dust, may drive a vehicle on City business, may push and/or pull a loaded book cart and must be able to meet the physical requirements of the series and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Professional.

Revision and Class split from Library Division Manager September 2005
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