

## **LIBRARY DIVISION MANAGER - TECHNICAL SERVICES**

### **Definition:**

Under general direction plans, oversees, directs, coordinates and participates in the functions and programs of the Technical Services Division of the Library; supervises professional, technical and clerical staff; assists Library staff with library automation matters 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 Technical Services Division of the Library.

Directs and participates in the creation and modification of serial control records and in a variety of library database maintenance tasks.

Administers and supports the Integrated Library System (ILS) and coordinates the planning, evaluation and implementation of ILS modules and software releases.

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

Directs and participates in the processing of new materials into the collection.

Remains knowledgeable and current on technological advances which impact library service.

Interprets related library policies/procedures to staff as needed.

Manages and coordinates library acquisition and ordering functions including expenditures and payment for library materials.

Makes oral and written presentations.

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

Maintains records and prepares reports and administrative summaries.

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

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.

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 drive a vehicle on City business.

May push/pull a loaded book cart.

**Class Characteristics:**

Library Division Manager – Technical Services is a single incumbent division head position responsible for managing the staff, expenditures and operations of the Technical Services Division in the Library. The incumbent performs work which requires specialized knowledge of library automation services, 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 – Technical Services' broader functional and program responsibilities.

**Contacts and Relationships:**

The Library Division Manager – Technical Services establishes and maintains contact with staff in the Library and in the Information Technology Division of the Administrative Services Department. Additional contact will occur with the Library Board of Trustees, publishers and vendors, the public/library patrons, representatives of other libraries and staff in other City departments.

**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 related automation and technical services.

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

Effective supervisory and management techniques.

Budgeting methods and procedures.

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 automation management duties with limited supervision.

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

Train and assist in the evaluation of assigned staff.

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

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

Analyze and evaluate data and recommend solutions to division problems.

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

Prepare and manage a division budget.

Communicate effectively orally and in writing and make oral and written presentations.

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

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 Information Systems, Computer Science or a closely related field from an accredited college or university.

**AND**

**Experience:**

Three years of progressively responsible information systems experience to include some library experience and one year of supervisory experience OR three years of progressively responsible library experience to include some information systems/automation experience and 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 – Technical Services 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 and will be exposed to book dust. The incumbent may drive a vehicle on City business, 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.

Revised December 2005

Revised/Class Split from Library Division Manager September 2005

Revised February 1997