

Career Service Authority

Library Technical Services Manager

Revised Date / /
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FLSA Code Exempt
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General Statement of Duties

Performs professional work in the acquisition, cataloging and processing of library materials for addition to the collection.

Essential Duties and Knowledge, Skill, and Ability Requirements

1. Plans and monitors operations, analyzes statistics and initiates procedural changes for acquisitions, inventory control, cataloging and physical processing of library materials, including database management.
 - *Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.*
 - *Knowledge of statistics sufficient to be able to perform statistical analysis and generate decisions from the analysis.*
2. Contributes to the library customer service mission by assisting library customers and staff as needed and requested.
 - *Skill in communicating and establishing effective working relationships with other employees, organizations and the public.*
3. Implements and interprets policies and procedures developed by higher level managers. Develops, recommends and coordinates the implementation of new procedures for the assigned function.
 - *Skill in developing and implementing policies and procedures relative to the work assignment.*
4. Develops and manages the budget for the division or work functions and allocates funds within the budget to accomplish objectives.

- *Knowledge of budgeting procedures and requirements sufficient to be able to administer a budget to accomplish objectives.*
5. Coordinates departmental activities with other library agencies and outside, vendors, conducts and participates in department meetings and represents the Library to the community and professional organizations.
- *Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.*
 - *Skill in utilizing the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.*
 - *Knowledge of library science sufficient to be able to coordinate and plan activities with other entities for the enrichment of the library.*
6. Resolves operational and unforeseen procedural problems and addresses other concerns-as directed or necessary.
- *Skill in developing techniques and methodologies to resolve unprecedented problems or situations.*
7. Directs the development of performance evaluation standards for functions managed within the guidelines set by management. Formally evaluates the work of directly subordinate supervisors and/or staff.
- *Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluations.*
8. Develops and monitors work teams or units and assigns staff to efficiently and effectively accomplish the division's goals and objectives.
- *Skill in analyzing work functions and developing methodologies to ensure effective and efficient completion of the work assignment.*
9. Develops and ensures the implementation of staff training and development programs which provide opportunities for individual employee growth, continuity of work flow during employee absences, and long range development of employees.
- *Knowledge of employee development principles and practices sufficient to be able to ensure the long range success of the organization by incorporating cross training, delegation, mentoring, job specific training and other principles into the daily work of the organization.*
10. Initiates disciplinary actions for employees when necessary and assists lower level supervisors with discipline problems as needed.

- *Knowledge of supervisory principles and practices sufficient to be able to determine the most appropriate course of action in handling grievances and discipline for subordinate staff.*
11. Makes recommendations about the collection, suggesting acquisition, transfer or withdrawal of materials.
- *Knowledge of library operations sufficient to be able to maintain a specific collection of materials.*
12. Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.

Job Requirements

Level of Supervision

Supervises two or more first level supervisors.

Guidance and Decision Making

Guidelines are in the form of stated objectives for the unit, function or project. Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the unit or project. Employee is responsible for coordinating and supervising several tasks in which several phases may be in progress at once. Duties performed involve weighing and evaluating many factors requiring judgment, analytical ability, and problem solving. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented.

Physical Demands

Sitting: remaining in the normal seated position.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping or otherwise working with hand(s)

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Vision Requirements

Near Acuity: ability to see clearly at 20 inches or less.
Accommodation: ability to adjust vision to bring objects into focus.

Mental Demands

Mathematical Reasoning
Memorization
Oral Comprehension
Spatial Orientation
Written Comprehension

Working Conditions

Subject to many interruptions

Minimum Education

Master's Degree in Library Science from an American Library Association accredited program.

Minimum Experience

Three years of professional experience in library technical services, including two years of supervisory experience.

Equivalency

Additional appropriate education may be substituted for one year of the minimum experience requirement.