



## Position Description

<b>Job Title</b>	Librarian II - Library Department Manager
<b>Department</b>	Library
<b>Employment Status</b>	Full time
<b>Exempt/Non Exempt Status</b>	Exempt

### Scope of Work

This position performs professional and administrative work to plan and supervise programs designed to increase the effectiveness of an assigned area within the Library, within the policies set by the Library Board and under the general direction of the Library Director, Assistant Library Director or Head of Program Development and Community Engagement.

### Supervision

<b>Received</b>	Library Director, Assistant Library Director or Head of Program Development and Community Engagement
<b>Exercised</b>	Supervises up to 15 full time (or full time equivalent) employees

**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Assists the Library Director in establishing goals and priorities, and formulating policies for Library Board consideration or approval.
- Works with the Library Director and the management team to develop the annual budget request.
- Manages their respective department budget.
- Serves on various committees within the Library, the county system (Bridges), and the state, and represents the Library within the community.
- Participates in the interviewing, selecting and hiring of new employees.
- Meets with members of the library management staff to coordinate activities and exchange information.
- Provides advice and technical assistance regarding long and short-range planning to the staff, senior

management team, Director and Library Board.

- Contributes to strategic goal planning by gathering pertinent statistical, financial, service and operations information; identifying and evaluating trends and options.
- Supports the information needs of community residents of all ages and abilities.
- Prepares and maintains files, records and reports as required.
- Serves as librarian-in-charge during evening and weekend hours, on a rotating basis and supervises all library staff and operations; assists in any library service as required.

#### Children's Services:

- Develops, plans, oversees and participates in the daily and long-term operation and administration of the Children's Services Department.
- Directs, supervises, trains, schedules and evaluates the work of the Children's Services professional and support staff.
- Fosters relationships with community partners and develops and schedules outreach opportunities at schools and within the community.
- Supervises and participates in selection of print and non-print material for the Children's Services department and in the development and maintenance of this collection.
- Works with external graphics designer to plan and design three brochures per year.
- Plans and promotes programs in the Children's Services Department; schedules and hires performers and contract storytellers; plans implements and coordinates details related to children's programs.
- Oversees Children's Services volunteer program.
- Troubleshoots Children's Department issues, including storage, staffing, behavioral issues and maintenance requests.
- Researches, and provides answers to reference and readers' advisory questions, including those of a difficult or involved nature, for children and adults who work with children. Questions may be received and responded to in person, by phone or electronically.
- Develops and presents library programs for children, parents, caregivers and adult groups interested in children's literature.
- Creates reading lists, resource guides, displays, signage and other promotional material.
- Writes grants and oversees grants written to serve the needs of the department.

#### Information Services:

- Develops, plans, oversees and participates in the daily and long term operation and administration of the Information Services department.
- Directs, supervises, schedules, trains and evaluates the work of the Information Services professional and support staff.
- Supervises and participates in the selection of print and non-print materials for all adult and teen collections and in the development and maintenance of these collections.
- Supervises and monitors the Library's outreach service to local assisted living facilities, nursing homes and the private residences of homebound citizens.
- Supervises and participates in the provision of reference service at the adult reference desk, including answering questions, providing readers' advisory service and assisting patrons with all aspects of the Library's services and technology.
- Supervises the Library's participation in the Federal Depository Library Program and the Wisconsin

#### State Document Depository Program.

- Researches and provides answers to reference and readers' advisory questions, including those of a difficult or involved nature. Questions may be received and responded to in person, by phone or electronically.
- Coordinates, plans and participates in library classes and bibliographic instruction designed to teach patrons how to use the library catalog, reference databases, internet, eReaders, social media and other varying topics and resources.
- Plans, coordinates, publicizes, presents and evaluates programs for adults and teens.
- Coordinates the use of the Library's community meeting room.
- Supervises and coordinates the maintenance of the Library's adult and teen social media accounts.
- Creates booklists, brochures and displays to encourage use of the Library and its resources.
- Coordinates the Library's proctoring services, including serving as a liaison to students and schools.
- Supervises and participates in the planning and implementation of the Adult and Teen summer reading programs.
- Coordinates and oversees the handling of all physical materials donated to the Library for possible inclusion in the Library's collections.
- Supervises the Library's participation in the state and national interlibrary loan service.
- Coordinates and oversees the running of the Friends of the Library book sale.
- Schedules and conducts Library tours and class visits.
- Supervises the daily distribution of the Library's mail.
- Participates in the maintenance of the Library's website.
- Oversees the Library's use of the online booklist service.

#### Technical Services:

- Develops, plans, oversees and participates in the daily and long term operation and administration of the Technical Services department, which includes cataloging and classifying Library materials; maintaining an accurate database of Library holdings; physically processing items being added to and withdrawn from the collection; placing orders for new books and audiovisual items, receiving shipments; and maintaining the Library's periodical collections.
- Directs, supervises, schedules, trains and evaluates the work of the Technical Services professional and support staff, including those who catalog library materials using the Library's computerized integrated library system.
- Coordinates and supervises the acquisition of library materials and tracking of materials budget monies for the Children's and Information (Adult) Services departments.
- Plans, organizes and assigns special projects and tasks to Technical Services staff as needed; especially projects to increase the usefulness of the online library catalog or library materials.
- Coordinates cross training opportunities for Technical Services staff.
- Develops procedures for processing all library materials so they are durable for maximum customer use.
- Tracks the Technical Services supply budget; orders and maintains appropriate levels of processing supplies for staff use; works with vendors and peers to stay abreast of changes to library supply materials such as book jackets and security products.
- Maintains a current knowledge of professional cataloging and classification rules, as well as best practices for library material processing.

- Works at the Children’s Services and Information Services reference desks, as needed.

**Other Job Functions**

- Performs related duties as assigned.

**Requirements of Work**

Graduation from an accredited college or university with a Master’s Degree in Library Science and at least 4 to 6 years of related work experience in library management, computer science, education, human resources, or other related experience; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Library and information science.</li> <li>• Library organization and administration methods and procedures as they apply to public library administration.</li> <li>• Information resources available from other libraries, the library system and other sources in the community, county and state.</li> <li>• The use of general office equipment, including computers and relevant software.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Interpret statistical data, analyze information and evaluate programs.</li> <li>• Prepare clear and concise reports and recommendations.</li> <li>• Establish and maintain effective working relationships with library trustees, elected officials, community groups, employees and the general public.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Oral and written communications.</li> <li>• Planning, organization and leadership.</li> <li>• Public speaking.</li> <li>• Public relations.</li> </ul>

**Necessary Special Requirements**

None

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to bend, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.