



Job Description

Library Manager

Pay Grade: G10

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum three (3) years of related experience. Additional experience, in addition to evidence of pursuit of stated degree, may be substituted for education.

Minimum Education Requirements: Master's Degree from an American Library Association accredited college or university in Library Science or a related field.

Department: Recreation.

Direct Supervisor: Recreation Director.

Supervisory Responsibility: Direct (2); Indirect (7)

Primary Work Location: Works inside in an office setting.

Certification: Valid State of Florida driver's license.

Job Summary: Performs highly responsible, professional work directing and coordinating all library activities.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Plan, organize, evaluate, and direct departmental policies, programs, and operations for library services.
- Plan and coordinate such activities as collection development, programming, outreach, and in-service training.
- Supervise, train, and evaluate professional and clerical staff engaged in circulation of materials, reader's advisory services, programming, public relations, and the acquisition and cataloging of materials.
- Direct and monitor the implementation of City, Department, and Division regulations relating to all library personnel actions.
- Prepare and maintain Library Department budget.
- Select and purchase library materials, equipment, and books.
- Recruit, schedule, and supervise volunteers.
- Prepare reports and maintain records.
- Assist the general public as needed.
- Ensure safety and security of staff and patrons.
- Collaborate with fellow library administrators in other cities and counties.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Principles, practices, and methods of library science, development, and administration.
- Library materials and methods.
- Community organization and public affairs.



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- Automated library systems.
- City's functions, policies, and procedures.

Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Follow and relay oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Select, train, supervise, and evaluate subordinates.
- Plan, organize, and direct library programs and activities.
- Interpret community interests and needs, and plan for library services.
- Establish and maintain effective work relationships with employees, public community groups, and other Library Administrators.
- Analyze facts and exercise judgment in decision making.
- Develop short- and long-range plans and to prepare reports.

Physical Demands

The work is light work which requires exerting up 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.



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**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date