

PALOMAR COMMUNITY COLLEGE DISTRICT

MANAGER, LIBRARY STAFF AND SERVICES

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Plan, organize, and direct the library staff and services.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Dean of Social and Behavioral Sciences and exercises supervision over assigned staff.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Plan, organize and coordinate the day-to-day activities of the library staff and services; resolve concerns regarding building or personnel emergencies, safety or public issues; coordinate assigned areas of responsibility with other departments and functional units within the District.
2. Train, schedule, assign, supervise and evaluate the work performance of assigned personnel; discipline personnel in accordance with established policies and procedures.
3. Develop and maintain effective channels of communication academic staff; assist and enhance communications between library services personnel; communicate with a variety of departments and outside organizations to resolve concerns, coordinate activities, schedule repairs and exchange information.
4. Oversee and participate in the development and administration of the department budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
5. Coordinate activities of all departments within the library; schedule intradepartmental activities to accomplish work goals.
6. Provide technical expertise and respond to questions, concerns and other issues related to assigned responsibilities.
7. Conduct a variety of organizational and operational studies and investigations; recommend modifications to existing programs, policies and procedures as appropriate.
8. Develop and present goals and objectives for the library.
9. Participate in shared governance through service on planning and/or operations committees and task forces.
10. Perform other duties as assigned or required.

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QUALIFICATIONS

Knowledge of:

- Library practices, policies and procedures.
- District-wide administrative methods and procedures.
- Basic research methods and report writing techniques.
- Principles of business letter writing and report preparation.
- Budget preparation and control.
- English usage, spelling, grammar and punctuation.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration, supervision and training.
- Modern office procedures, methods and equipment including computers.
- Community College organization, operations, policies and objectives.
- Pertinent federal, state and local codes, laws and regulations.

Ability to:

- Manage day-to-day operation of library staff and services.
- Coordinate activities with other departments, deans and department chairs.
- Supervise, train and evaluate staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others; use discretion in handling difficult persons.
- Operate office equipment including computers and supporting word processing, spreadsheet applications and presentation programs.
- Effectively respond to all situations/incidents using sound judgment and decision-making skills.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Prepare and control budget.
- Analyze situations accurately and adopt effective courses of action.
- Work independently with little direction; plan and organize work; meet schedules and timelines.
- Prepare reports by compiling and organizing data from a variety of sources.
- Maintain accurate and complete records.
- Work confidentially with discretion.

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EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

Experience:

Five years experience in library technical and clerical work including two years of administrative and supervisory responsibility.

Education/Training:

Equivalent to a Master's degree from an accredited college or university with major coursework in library science or related field.

License and/or Certificate:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff and students; must be able to travel to satellite library locations.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary walking, standing and sitting for extended periods of time. Must be able to travel between education center, satellite sites and other District locations.