

PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title: Manager, Library

Department: Library

FLSA Status: Exempt

Staff Category: Administrative Association (Classified Administrator)

Salary Range: 52

Supervision Received From: Dean, Instructional, Languages and Literature

Original Date: July 2012

Supervision Given: Supervisory and Classified Staff in the Library

Last Revision: March 2021

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.

JOB SUMMARY.

Responsible for planning, organizing, and directing supervisory and classified library staff and services, including oversight of facilities, personnel, computer, access, public relations, security and interdepartmental issues.

DISTINGUISHING CHARACTERISTICS.

The Manager, Library is distinguished from the Library Public Services Supervisor in that it has full responsibility for managing the library.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Plans, organizes, coordinates, and manages the day-to-day activities of staff and services at multiple library sites; resolves concerns regarding building or personnel emergencies, safety or public issues; coordinates assigned areas of responsibility with other departments and functional units within the District.
3. Recommends, establishes, implements, and enforces library policies, procedures, rules of operation, and programs to assure that the activities in the facilities adhere to all Federal, State, and local codes, laws, and regulations, as well as applicable District policies, including the training of faculty, staff, and students.
4. Develops and maintains effective channels of communication with academic staff; assists and enhances communications between library services personnel; communicates with a variety of departments and outside organizations to resolve concerns, coordinate activities, schedule repairs and exchange information.
5. Manages and oversees the overall maintenance, appearance, and scheduling of multiple library facilities for the District.

6. Oversees and participates in the development, administration, and analysis of the department budget; participates in the forecasting of funds needed for staffing, equipment, materials, and supplies; monitors, processes, and approves expenditures; implements necessary adjustments.
7. Coordinates activities of all departments within the library system; schedules intradepartmental activities to accomplish work goals.
8. Provides technical expertise and response to questions, concerns and other issues related to assigned responsibilities.
9. Conducts a variety of organizational and operational studies and investigations; recommends modifications to existing programs, policies and procedures as appropriate.
10. Participates in the development and presentation of goals and objectives for the library.
11. Manages library participation in specialized programs and events.
12. Serves as a liaison to staff, faculty, students, and community members.
13. Identifies, writes and administers grants; monitors and maintains compliance with applicable grant requirements.
14. Composes, produces, and distributes various narrative and/or statistical reports, proposals and memos related to library operations and activities; prepares and maintains a variety of records related to library operations and activities, including library use.
15. Creates, organizes, implements, updates, and maintains the Library's disaster mitigation and recovery plan.

Marginal Functions:

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:

1. Managerial principles and practices.
2. Library practices, policies, and procedures.
3. District-wide administrative methods, policies, and procedures.
4. Research methods and report writing techniques.
5. Budgeting principles and practices.
6. Basic accounting principles and practices.
7. Interpersonal skills, including customer service principles and the use of tact, patience, and courtesy.
8. Community college organization, operations, policies and objectives.
9. Applicable Federal, State, District, and local codes, policies, laws and regulations.

Skill in:

1. Supervising, administering, training, and evaluating the work of others.
2. Managing, analyzing, and adjusting multiple budgets.
3. Utilizing a computer and related software applications.
4. Analyzing and troubleshooting difficult situations accurately and adopting effective courses of action.
5. Establishing and maintaining effective working relationships with those contacted in the course of work.
6. Interpreting complex data and information.
7. Reading, interpreting, applying and explaining rules, regulations, policies and procedures.
8. Communicating clearly and concisely, both orally and in writing.
9. Mediating difficult and/or hostile situations.
10. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
11. Managing day-to-day library operations at multiple sites.
12. Coordinating activities with other departments, deans and department chairs.
13. Handling multiple tasks simultaneously.
14. Marketing library services and programs.
15. Participating in the design and implementation of attractive library displays and collateral materials.
16. Working independently with little direction.
17. Compiling and organizing data from a variety of sources and preparing related reports.
18. Maintaining accurate and complete records.
19. Maintaining confidentiality and exercising discretion.

Experience and Training Guidelines

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

Experience:

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

Education/Training:

Master's degree with relevant coursework in library technology, library and information and/or fiscal management or related fields.

License and/or Certificate:

Possession of, or ability to obtain, a 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.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time and performing required duties and moving library material up to 100 pounds. Must be able to travel between education center, satellite sites and other District locations.