

City of Dallas
Classification Specification

Title:	Library Manager	Class Code:	09741
Application:	Career Series	Pay Grade:	I
Supplemental/Code:	Supervisory/0	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Provides supervisory assistance to branch and division librarians in the management of the day-to-day operation of the library according to established guidelines and procedures; provides services to all categories of users through outreach, programming, reader's advisory, and materials selection.

Essential Functions:

1. Accumulates and disseminates selection information for newly published materials to ensure timely and efficient ordering.
2. Monitors, directs, supervises and trains staff in proper procedures used in retrieving and processing material requests and in the use of the library's computer system.
3. Supervises the receipt and payment of orders placed for serials.
4. Develops, designs, selects and evaluates material collection for readers advisory and to devise appropriate library programming to better serve the community; determines which books should be withdrawn or replaced; selects and evaluates gifts to be added to collection in order to maintain and provide the public with a wide variety of informational resources.
5. Coordinates scheduling of meeting rooms and classes by neighborhood groups, organizations, GED/ESL classes, computer classes, literacy tutoring, etc. to avoid conflict.
6. Develops and coordinates service desk schedule and work schedule to provide adequate coverage to meet the needs of the public.
7. Keeps abreast of system wide developments through briefing, meetings and workshops to maintain increased direction and opportunities for professional growth in the field.
8. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work:

Thorough knowledge of Library policies and procedures.

Thorough knowledge of principles of personnel and library management.

Knowledge of reference material in specified subject area.

Knowledge of library operations.

Knowledge of research techniques.

Knowledge of computer usage.

Ability to direct and train others.

Ability to give detail instructions and to coordinate and assign work schedules.

Ability to adapt to any type of situations.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees, and the general public.

Skill in written and oral communication.

Must have Masters of Library Science.

Working Conditions and Hazards:

Requires frequent walking and bending.

May be required to work nights and/or weekends.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.