LIBRARY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Serves as head of a small, rural library. This position involves responsibility for library functions and administrative tasks. The work involves carrying out library policy as determined by the library board and standard practice. Also works with Public Library System Librarians in planning and implementing library services. Direct supervision is exercised over other library personnel.

TYPICAL WORK ACTIVITIES: (Illustrative only)

-Selects materials for acquisitions using standard review sources and library system aids;
-Performs simple informational, reference and referral services and directs complex questions to the central library system or system;
-Recommends building repairs and alterations;
-Conducts library programs on subjects of community interest;
-Works with system Librarians to evaluate the effectiveness of the library's services in relation to the changing needs of the community;
-Recommends changes or additions in library services to the board;
-Administers personnel policies established by the board;
-Prepares preliminary budget estimates for the board;
-Represents the library at community and group meetings;
-Recommends and administers public relations programs;
-Administers policies on the purchase and weeding of library materials;
-Attends library system workshops and professional meetings;
-Conducts staff meetings;
-Recommends appointments, promotions and disciplinary actions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES AND PERSONAL CHARACTERISTICS:
Working knowledge of library services and procedures; working knowledge of library materials and their use; ability to use library computer and audio visual equipment; ability to carry out library policies and procedures; ability to train library staff; ability to plan, coordinate, and supervise the work of others; ability to exercise leadership and motivate others; ability to establish effective working relationships with community organizations; ability to express oneself clearly both orally and in writing to groups and individuals; skill and accuracy in the performance of technical library tasks; tact and courtesy in dealing with staff and public; physical condition commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE:

Either **(A)** Possession of a bachelor's degree from a regionally accredited or New York State registered college or university and one year of professional Library experience;

Or **(B)** Satisfactory completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university and three years of professional Library experience;

Or **(C)** An equivalent combination of training and experience defined by the limits of (A) and (B) above.