

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Managing Librarian III**

Dept: **Public Services**

Job Code Number: **10291**

Reports to: **Associate Director, PS**

Grade Number: **21, Represented**

Effective Date: **July 2001**

FLSA Status: **Exempt**

General Position Summary:

Manage a regional or resource library providing effective, efficient delivery of library services consistent with KCLS standards and policy directives while being responsive to local community needs and desires. This position is the top level in the Managing Librarian Series and, with a larger staff and facility, generally devotes considerable effort to management and community functions.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Manage the library staff and assume ultimate responsibility for staff selection, orientation, scheduling, work assignments, and professional development and overall performance.
2. Assure that library operations are consistent with KCLS policies, procedures, philosophies and objectives.
3. Interpret library policies and procedures to the staff and public; resolve patron, operational and human resource problems.
4. Conduct performance evaluations of staff; write formal evaluations, review with staff, clarify performance expectations, and initiate appropriate corrective action as required, including coaching and development.
5. Perform administrative record keeping and reporting, including financial and activity reports, and timesheets. Submit budget request on an annual basis.
6. Assure that the library facility and equipment are in good working order. Resolve or report maintenance problems.
7. Assure that the facility is properly secured.
8. Establish ongoing contacts with the Library Board, Friends of the Library, local civic groups, community organizations, and other community groups. Provide outreach activities to schools. Locate program presenters, schedule and coordinate publicity with the community relations' office.
9. Provide library service to patrons.

Secondary Duties:

1. Attend and actively participate in various internal and external committee meetings.
2. Participate in professional associations in community based groups.
3. Manage collection development within budget, and evaluate existing collections. Select library materials for purchase from system developed lists based on knowledge of community interests. Evaluate and maintain the collection.
4. Perform other related duties as assigned.

Communication:

Incumbents have frequent interaction with a broad range of people both in individual or group settings. Contacts may be within the library structure, with the general public, or with other county agencies, volunteers, or similar organizations. Contacts are either by phone or face to face. Communications frequently contain confidential/ sensitive information necessitating discretion. Regular formal presentations to groups may be a part of job responsibilities.

Initiative:

Incumbents develop policies and procedures for the facility in support of KCLS overall policies and objectives. The position is responsible for problem solving at the facility level and is frequently responsible for developing new programs, services or concepts. The job involves a high degree of complexity, with incumbents operating independently under minimal supervision. The position frequently encounters new and varied work situations. Decisions are made within general organizational policy constraints and guidelines.

Accountability:

The position involves frequent interruptions with maximum flexibility required. Planning requirements for the facility and its staff are both operational and strategic. The position makes decisions that have impact across a limited number of work units with impact primarily focussed on own facility. Supervisor seldom monitors work. An error in work and/or judgement may cause loss of productivity among the staff and may disrupt or impair services provided to patrons. The position typically has responsibility for controlling part of the operating budget. Confidential record keeping includes the creation and review of staff performance evaluations, salaries and other employee matters.

Leadership:

The position is responsible for mentoring at the resource or regional level as a manager. As a manager and as a representative of KCLS, this position is responsible for modeling and promoting organizational values within the facility, within the community, and across the system.

DESIRED MINIMUM QUALIFICATIONS

Education/Experience:

- Master's of Library Science Degree from an American Library Association accredited school of Librarianship and Washington State certification as a Librarian.
- Five to eight years of certified librarian experience required, with at least two years in a supervisory capacity.

Necessary Knowledge, Skills and Abilities:

- Extensive knowledge of public library policies, procedures and systems.
- Considerable knowledge of library computer systems and applications including circulation software, Internet, on-line databases, office software, and e-mail.
- Extensive knowledge of management principles and practices.
- Working knowledge of budgeting processes.
- Knowledge and support of the principles of intellectual freedom.

Ability to:

- Exercise independent judgement to resolve staff, patron and operational problems within established guidelines.
- Operate computers, printers, copiers, and any other equipment commonly utilized in a library.
- Communicate effectively, verbally and in writing.
- Establish and maintain positive interpersonal relationships with staff, patrons, and community leaders.
- Recognize and set priorities, and to plan, organize and direct the work of others.
- Select, develop and motivate subordinate staff.
- Exercise initiative and independent judgement in a wide variety of situations.
- Interpret community interests and needs, and plan appropriate library services.
- Work a varied schedule, which may change periodically, including evenings and weekends.
- Communicate effectively with a diverse population.

Skill In:

- Reading, speaking, writing and understanding the English language continuously.
- Using excellent interpersonal skills continuously in a variety of situations and with a diverse patron and staff population.
- Using teamwork continuously.
- Analyzing problems, resolving problems and dealing with unique situations continuously.
- Using independent judgment and discretion continuously in a wide variety of situations.

Position also frequently requires decision-making, creativity, mentoring, supervising, and negotiating.

SPECIAL REQUIREMENTS

Valid Washington State Driver's License.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The job is performed indoors in a library setting, and includes frequent work at a PC monitor and extensive close work. Extended periods of standing are occasionally required. There may be some exposure to angry or hostile individuals.

Advancement Possibilities:

Associate Director

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
HR Manager

Final: 7/31/01
Revised: 10/31/02
Revised: 3/1/08