



## CITY OF CALEXICO

**CLASS TITLE: LIBRARY MANAGER**

**MONTHLY SALARY: \$5,407 - \$6,572 RANGE: G-46**

**BASIC FUNCTION:**

Under direction of the City Manager, plan, organize, control and manage operations and activities of the Library department. Coordinate and manage communications, projects, personnel and information to meet City needs and assure smooth and efficient Department activities; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Plan, organize, control and manage Library operations and activities; establish and maintain related time lines and priorities; assure related activities comply with established laws, codes, regulations, ordinances, policies and procedures.

Coordinate and manage Recreation communications, projects, personnel and information to meet City needs and assure smooth and efficient Department activities; meet and confer with staff, administrators, officials, and others regarding Department activities and related needs and issues; investigate, analyze, and resolve public, employee, and departmental issues, conflicts and complaints.

Supervise and evaluate the performance of assigned personnel; interview employees, volunteers and instructors and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and schedules, and review work to assure compliance with established standards, requirements, and procedures; assure employee understanding of established requirements.

Manage activities to assure optimal department effectiveness and efficiency; develop and implement Department plans, strategies, goals, objectives, policies, and procedures; monitor, evaluate, and modify Department activities in response to project and program progress.

Plan, organize, control and manage Library programs and services involving events and activities; oversee the development and arrangement of calendars and schedules for Library events, classes and activities.

Develop and prepare the annual preliminary budget for the Library Services department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; administer Department grants in accordance with established requirements.

Provide technical information and assistance to the City Manager regarding Library projects, activities, needs and issues; assist in formulating and developing policies, procedures, and programs.

**May 2020**

Manage Library projects and activities to assure compliance with established safety standards and procedures; assure a safe working environment; instruct employees concerning safety standards, issues and procedures.

Research, prepare, write and monitor grants in compliance with established laws, codes, regulations, and procedures to fund Library activities.

Oversee and participate in the preparation and maintenance of various records and reports related to projects, programs, inventory, personnel, grants, budgets, payroll and assigned activities; assure mandated reports are submitted to appropriate governmental agencies according to established time lines.

Provide consultation to administrators, personnel, outside agencies and the public concerning Department activities; respond to inquiries, and provide detailed and technical information regarding related projects, services, timelines, standards, requirements, laws, codes, regulations, ordinances, policies and procedures.

Communicate with personnel, administrators, outside organizations and the public to exchange information, coordinate activities and resolve issues or concerns.

Operate standard office equipment including a computer and assigned software.

Attend and participate in City Council, related Commission meetings, public workshops, Library services, and various other meetings as assigned.

Drive a vehicle to conduct work.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Techniques in presentation, selection, and evaluation of library programs.

Principles and practices of public library programs and events.

Instructional techniques and methods for library activities.

State and Federal laws governing public facilities, including OSHA requirements.

Grant application and grant writing techniques.

Library facility organization, policies and procedures.

Program content for specialized library activities.

Requirements of maintaining facilities in a safe, clean and orderly condition.

Interpersonal skills using tact, patience, and courtesy.

Record keeping and report preparation techniques.

Telephone techniques and etiquette.

Health and safety regulations.

**May 2020**

**ABILITY TO:**

Instruct and lead group library activities.

Assist with the planning, organizing, development and implementation of library programs.

Promote community interest through library programs.

Schedule and organize year-round community events, programs, and activities.

Understand and carry out oral and written instruction.

Meet and deal effectively with the public.

Prioritize and schedule work.

Meet schedules and timelines with limited resources.

Operate and set up library and technology equipment.

Operate a computer and assigned software.

Work independently.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Interpret, apply and explain rules, regulations, policies, and procedures.

Prepare and maintain a variety of records and reports.

Maintain organization and cleanliness of facilities.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree in business administration, or related field and a minimum of eight years increasingly responsible experience in a Library including five years supervisory experience in a community services function.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license and clean driving record.

**WORKING CONDITIONS:**

**WORK ENVIRONMENT:**

Indoor/outdoor environments

Driving a vehicle to conduct work

Fast-paced work environment with changing priorities and assignments.

Variable work hours may include working evenings, weekends, and holidays, occasionally on-call.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting, walking, or standing for extended periods of time.

Hearing and speaking to exchange information and give presentations.

Seeing to read a variety of materials.

Reaching overhead, above the shoulders and horizontally.

May occasionally be required to bend, stoop, lift, carry, push or pull moderately heavy objects or equipment as assigned by the position.

Hearing and speaking to exchange information.