



It's your library
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Lassen Library District

POSITION DESCRIPTION

MANAGER OF LIBRARY SERVICES

POSITION DEFINITION: Performs a variety of specialized tasks related to the functions and programs of the library, which may involve a considerable amount of independence of action and routine decision making.

SUPERVISION RECEIVED AND EXERCISED: Receives technical and functional supervision from the District Librarian. Exercises technical and functional supervision over Library Technician, Library Assistants and volunteers.

EXAMPLES OF DUTIES: Duties include, but are not limited to, the following:

- Assigns and reviews the work of Library Technician, Library Assistants, and volunteers. Provides input on performance evaluations.
- Responsible for training of library staff and volunteers in library methods and procedures.
- Assists library patrons in utilizing library services.
- Directs the maintaining of statistics on library activities and materials used.
- Approves orders of supplies and materials.
- Recommends new or revised systems and procedures for library operations and assists in implementing new methods and procedures.
- Assists the District Librarian in planning and conducting staff and volunteer training programs.
- Performs related duties as assigned by the District Librarian.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Library terminology and standard library practices, techniques and record keeping methods.
- Library classification and filing systems.
- Principles of supervision, training and performance evaluations.
- Computer application in a library environment.

Ability to:

- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Plan and conduct training programs for staff and volunteers.

Experience and Education: Any combination the Board of Trustees considers acceptable.

Education: At least a bachelor's degree, plus a degree, certificate or credential in library service.

Experience: Five years of responsible library experience including at least two years experience in a library managerial position.

Work hours: At least 15 hours per week or the necessary hours to complete the duties.