



CLASSIFICATION TITLE: Library Manager	JOB NUMBER: 7085	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Parks & Public Facilities Director	PAY GRADE: 25	FLSA STATUS: Exempt

GENERAL SUMMARY

Performs intermediate administrative work organizing and directing the resources, activities, programs, services, and operations of the Richland Public Library, a municipal library, and related work as apparent or assigned. Work is performed under the limited supervision of the Parks and Public Facilities Director. Divisional supervision is exercised over assigned personnel.

CORE VALUES

All employees are expected to model and foster the City of Richland’s core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Organizes and directs the resources, activities, programs, services and operations of the City Library; allocates personnel and resources to optimize departmental efficiency and effectiveness.
- Supervises assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; plans, coordinates and arranges for appropriate training of subordinates.
- Prepares the division budget; controls and monitors expenses within budget; assures fiscal responsibility; develops, reviews, and implements policies and procedures; identifies opportunities for improvement; prepares and implements short-range and long-range planning; assesses library needs and develops

mission statements, objectives, and strategic plans; develops capital improvements to provide infrastructure for delivery of library services.

- Develops, coordinates, and participates in community awareness programs of library services and utilization of library information, recreation, and education services; establishes methods to promote public involvement in determining and prioritizing library services; coordinates library plans and services with other cities' and State library systems; seeks partnerships with other libraries and related services; coordinates activities with Library Board of Trustees, Richland Public Library Foundation, and Friends of the Richland Public Library.
- Prepares and maintains a variety of records, correspondence, agendas and reports related to library operations.
- Performs and supervises a variety of professional technical library duties related to the acquisition, classification, cataloging, circulation, selection, referencing and processing of books, periodicals and other library materials.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Administrative principles and practices, including program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget development and administration.
- Federal, State and local laws, rules, regulations and policies related to assigned municipal library activities.
- Techniques and principles for directing and administering a municipal full-service public library program.
- Measurement and evaluation of library services.
- Methods, practices, procedures and terminology of librarianship.
- Function, operations and maintenance of a public library.
- Policies and objectives of assigned programs and activities.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Research methods, data collection and sampling techniques and statistical analysis.

Skills and Abilities to:

- Learn, read, interpret, and apply and explain rules, regulations, policies and procedures.
- Plan, develop, organize and direct public library operations, activities, programs and services to realize the mission statement and meet the needs of the public.
- Train, supervise and evaluate assigned staff.

- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of library services programs and administrative activities.
- Read, comprehend and explain technical library reports or documents.
- Prepare and control budgets and expenditures.
- Maintain records and prepare reports.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Maintain current knowledge of technological advances in the field, and adapt quickly to technological changes.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Operate a variety of modern office equipment and personal computers in a using standard or customized software application programs to assigned activities.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Collaborate with City internal services staff to ensure compliance with City practices and requirements.
- Be knowledgeable of and implement City policies, procedures and practices as they apply to Library administration.

SPECIAL REQUIREMENTS

- Possession of valid Washington State Librarian certification upon hire.
- Valid driver's license.

EDUCATION AND EXPERIENCE

Master's degree in library science, or related field and one (1) year experience in library services, three (3) years in a supervisory role, or equivalent combination of education and experience.

COMPETENCIES

Managerial

- Develop Effective Intra- and Inter-Departmental Relationships: Works collaboratively with partners within the City and outside of the City to accomplish the best possible outcomes for all parties.
- Manage Resources Effectively: Effectively applies the organization's assets. Makes efficient use of time, money, people, and other resources to accomplish the organization's goals. Provides direction, guidance, and expectations for resource allocation to ensure service is balanced with fiscal responsibility.
- Think and Plan Strategically: Champions new ideas and initiatives and creates an environment that supports continuous improvement. Considers the City's strategic plan when establishing work unit goals and priorities.

Supervisory

- Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success.

Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

- **Provide Excellent Customer Service:** Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- **Communicate Effectively:** Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- **Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

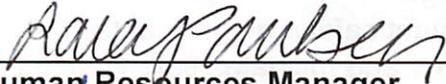
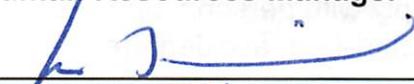
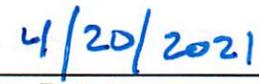
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the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

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and using of measuring devices; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization (for Archive)

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 classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

 _____	 _____
Human Resources Manager	Date
 _____	 _____
Department Head	Date
 _____	 _____
City Manager or Authorized Designee	Date