

LIBRARY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Serves as head of a library serving a population from 2,500 to 7,499. This position involves responsibility for simple 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: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

- 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 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;

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Attends library system workshops and professional meetings;

Conducts staff meetings;

Recommends appointments, promotions and disciplinary actions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, 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.

MINIMUM QUALIFICATIONS:

- (A) For populations served between 5,000 and 7,499, possession of a Bachelor's Degree or higher from a regionally accredited college or university, or one recognized by the New York State Education Department as following acceptable educational practices;
- (B) For populations serving 2,500 to 4,999, completion of two years of college (60 credit hours) from a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable practices.

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NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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