

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title** : Library Services Manager  
**Department:** Library  
**Revised** : March 2010

**Class** : Professional  
**FLSA** : Exempt

*This job description supersedes any prior description for the Library Services Manager classification.*

**GENERAL DESCRIPTION**

Professional work as a librarian involving planning, organizing, and directing a division of the library. Work is performed under the general supervision of the Library Services Director, and is reviewed through observation, periodic conferences, and analysis of work performed.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Participates in the Library Management Team.

Coordinates and directs the work of Librarians engaged in carrying out specialized functions.

Develops technical and administrative policies and procedures to improve availability of informational resources.

Analyzes and evaluates the division's accomplishments and makes recommendations for revised or new procedures.

Formulates plans for provision of library services.

Provides personal assistance to users in pursuit of information; promotes and facilitates access to information.

Supervises lower level Librarians, Library Pages, Library Assistants, and Library Associates; makes recommendations for hire of staff that is given particular weight by the Library Services Director; trains staff; evaluates performance and completes performance appraisals of subordinates.

Provides directional and other basic information regarding the use of library facilities, services, and collections.

Oversees the overall maintenance of the buildings and grounds of each branch; arranges repairs and informs Director of major repairs.

**OTHER JOB FUNCTIONS**

Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of principles and practices of library science.

Thorough knowledge of library techniques, systems, working tools, and procedures.

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Ability to operate a personal computer and related equipment as a productivity tool for word processing, web publishing, etc., and as a tool in researching the Internet and other information databases.

Ability to assist users in the use of computers and related software and to use a personal computer for presentation purposes.

Ability to gather and give information and instructions regarding the operation and use of the library and interlibrary loan service.

Ability to use specialized library methods and principles in bibliography, cataloging, classification, circulation, and reference services.

Ability to plan and direct the work of lower level library personnel.

Ability to establish and maintain effective working relationships with librarians, departmental personnel, library patrons, and the general public.

Ability to plan, program, supervise, and participate in a variety of relevant library programs and activities.

Ability to communicate effectively, orally and in writing.

### **PHYSICAL REQUIREMENTS**

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

### **EXPOSURE CONTROL**

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

### **MINIMUM EXPERIENCE AND TRAINING**

Master's Degree from an accredited college or university in Library Science and two years of experience in a public library, one of which has been in a supervisory capacity. A valid driver's license may be required dependent upon the specific job responsibilities of the position.

**This job description does not create an employment contract,  
implied or otherwise.**