

HEWITT TEXAS

Job Title: Library Manager
Department: Library
Location: Hewitt Public Library
Reports to: Library Director
Date: 3/13/2018

Grade: 13	Type of Position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Safety Sensitive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Job Summary: Under the general supervision of the Library Director, the Library Manager assists in managing the operations of the library. Maintains and trouble shoots all computer systems within the library and responsible for overseeing inter-library loan and fine management including making deposits and reports. Will also assist with circulation, public computers, cataloging, and technical services.

Essential Functions: Oversee and supervise staff regarding issues with fines, ILL's, and technical areas of the library. Maintain and trouble shoot computer workstations and reference desks. Train staff to use and answer questions on devices.

Perform managerial responsibilities to include attending leadership meetings, approving timecards, scheduling shifts for staff, delegating tasks, proctoring exams, selecting books, and handling check requests. Represent the Library Director if absent.

Perform a variety of clerical and technical duties to manage inter-library loans. Process inter-library loans from initial patron request to delivery of borrowed material. Keep records and statistics, generating reports as required. Respond to public inquiries in a courteous manner and provide information within scope of knowledge.

Plan, prepare, and implement fine management as outlined in the procedures manual. Make deposits in accordance to the City's Finance Department's policy.

Assist with interviewing potential staff and make hiring recommendations to the Library Director. Supervise assigned staff to include prioritizing and assigning work, conducting performance evaluations, ensuring staff is trained, ensuring that employees follow policies and procedures, and maintaining a healthy and safe working environment.

Perform clerical duties to include operating the circulation desk, performing opening and closing procedures, carrying and shelving books, collecting fines and fees, entering new patron information into the computer and issuing library cards, unpacking shipments of new books, and entering book information into the computer.

Provide customer service by greeting and directing library patrons, answering the desk phone, assisting the public in selecting and locating library materials, assisting patrons with internet usage, notifying patrons of book statuses, sending overdue notices, and assisting patrons with public access catalog training.

Stay abreast of current library trends, including technology and in e-books and devices. Perform other related duties as assigned. Regular and consistent attendance for the assigned work hours is essential. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: Excellent interpersonal skills. Ability to effectively communicate ideas and information in both verbal and written form. Possess knowledge of public library philosophy, principles, and procedures which will allow effective recommendations to the board and sound decision making when faced with a wide range of circumstances. Ability to supervise staff and volunteers and delegate responsibility in an effective manner. Ability to read and comprehend print information, including technical, statistical, and financial information. Knowledge and ability to perform basic computer operations and troubleshoot problems, and to manage an automated circulation system and access external data bases. Ability to understand and implement instructions and directions. Ability to establish and maintain proper priorities and meet deadlines.

Required Education, Experience, and Qualifications: Bachelor's Degree in Library Science, Information Technology, or a related field. Three years of increasingly responsible library experience with at least one year of supervisory experience. Or an equivalent combination of education and experience. A valid Texas class C Drivers License.

Preferred Education, Experience, and Qualifications: Master's Degree in Library Science or a related field.

Physical Requirements:

Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

Sedentary <input type="checkbox"/>	Light <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	Heavy <input type="checkbox"/>	Very Heavy <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Must be able to push loaded book cart weighing approximately 300 pounds on level floor and up ramp. Sit and stand for extended periods of time. Frequent reaching, talking, seeing, hearing, and manual dexterity. Occasional lifting and carrying up to 50 pounds. Must have visual ability to see computer screens. Requires mental alertness, focus, and attention to details.

Machines, Tools, and Equipment: Equipment utilized includes personal computer, copier, calculator, fax machine, cash register, personal digital assistant, other standard office equipment, and personal or department vehicles.

Expected Hours of Work: Hours of work are Monday through Friday, 8am to 5pm. Occasional evening and weekend work may be required as job duties demand, including for library events.

Work Conditions/Environmental Factors: The essential functions of this position are performed in an indoor office setting at the library, in a frequently dusty atmosphere with potential exposure to airborne pathogens. Occasional exposure to the outdoors for library programs and activities.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice

Employee Print Name: _____ Date: _____

Employee Signature: _____