POSITION DESCRIPTION

POSITION TITLE: Library Public Services Manager

REPORTS TO: Library Director

DEPARTMENT: Public Library

PAY SCALE: E-9 (Exempt)

$35,308 - $39,479 (DOQ) Annual Basis

POSITION SUMMARY:
Plans, coordinates, and facilitates all aspects of public services including adult services, periodicals, reference, reader’s advisories, circulation, reserves and assists in collection development.

POSITION QUALIFICATION/REQUIREMENTS

SPECIFIC CERTIFICATION AND/OR LICENSE REQUIREMENTS:
NM Class D Driver’s License with acceptable driving record; or ability to obtain within 30 days

EDUCATION-MINIMUM REQUIREMENTS:
Bachelor’s Degree required. Prefer a Masters of Library Science Degree, or current enrollment in a Masters of Library Science program (may be substituted with equivalent combination of education and experience)

EXPERIENCE-MINIMUM REQUIREMENTS:
Two years of library experience; two years customer service experience.

ABILITIES-MINIMUM REQUIREMENTS:
Ability to work in a team environment where consultation, flexibility, creativity, collaboration and cooperation are essential; knowledge of trends in library programming and services; ability to supervise and direct a team of support staff; knowledge of library procedures; ability to organize tasks and meet deadlines; excellent customer service skills; good writing and report skills; flexibility and initiative; knowledge of reference resources in both print and digital formats; experience with troubleshooting computers, printers and other library equipment; working knowledge of common computer applications, automated library management systems, and subscription databases. Ability to pass drug and alcohol tests.

JOB DESCRIPTION

Plans, coordinates, and facilitates all aspects of public services. Assists in the formulation and implementation of public services unit policies and procedures; monitors adherence to assigned budget items or accounts. Participates in and contributes to strategic planning and evaluation and allocation of resources in support of the library’s mission; performs assigned collection development responsibilities. Responsible for the physical condition of the library and for alerting director or assistant director to unsafe conditions and needed repairs. Assists in creating, maintaining and revising daily and weekly staff schedules; supervises the shelving of library materials and shelf reading; assist in overseeing the maintenance of the public computers. Assists with providing instruction and training to paraprofessional staff, interns, and volunteers. Supervises library clerks,
technicians, student workers and volunteers as assigned. Participates public service desk rotations; maintains statistics and prepares required reports. Performs other related duties as assigned

WORKING CONDITIONS: Library environment. Requires working Tuesdays through Saturdays and some evenings. May be required to work more than 8 hours a day or 40 hours per week.

PHYSICAL DEMANDS: 1. (L) 12 13 Able to lift 50 lbs; ability to work standing, reaching and bending for up to two hours; ability to pass drug and alcohol tests.

August 2021