

## MASTER SPECIFICATION

### JOB INFORMATION

Date:	10/2/2017 5:25:21 PM
Official Title:	Manager Library Services Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 6
Scheduled Hours	
Job Code:	123852
Job Family:	Library

### JOB SUMMARY

The Manager of Library Services plans, organizes, directs, and oversees all aspects pertaining to the day-to-day operations and coordination of library-related services and functions of an institution.

### NATURE OF WORK

The Manager of Library Services is responsible for directing, planning, implementing, and coordinating the activities, operations, and staff pertaining to the institution's Library functions and services. Additional responsibilities include supervising and directing the work of both technical and professional staff as well as student workers assigned to the unit. Job responsibilities require excellent organizational, communication, and interpersonal skills, as well as the ability to provide leadership and to work collaboratively with a wide range of constituencies to support the mission and strategic initiatives of the institution. Work activities are carried out independently, under general direction, working from established policies and objectives. This position exercises sound judgement in prioritizing, planning, and organizing own work within time, process, and results requirements; determines processes and sequences to follow based on needs and urgency required by the circumstances. Problems faced in this position are varied, often complex, and occasionally ill-defined, requiring analysis and interpretation of the situation. Decisions have significant, broad implications for the management and operations of a division/entire institution as well as contribute to decisions on the overall strategy and direction of the entire institution.

### Distinguishing Characteristics

#### Examples of Duties

##### Essential Functions

Develops, documents and maintains appropriate library operational procedures and policies and ensures colleagues are consulted and updated appropriately through team and individual meetings, briefings and other appropriate communication channels.

Ensures a friendly and welcoming environment and atmosphere that is conducive to learning, taking into account the needs of a broad range of users, making best use of individual, group and IT spaces to create an ethos of study, making recommendations for improvement / change as needed.

Manages all assigned personnel, which typically includes recommendations for hiring, firing, performance evaluation, training, work allocation, and problem resolution.

Collaborates with the area Director to create, monitor and review service plans, budgets, and associated key performance indicators, recommending and implementing appropriate action to meet commitments and ensuring the most effective use of resources required for the development of the service; assists with development of program and department budgets.

Examines and analyses data relating to the library circulation systems and, collaborating with appropriate colleagues, make recommendations for the most efficient use / display of the library collections.

Participates in cross-service initiatives, projects and committees and represent the Institution at appropriate external conferences and committees.

Performs other job related duties as assigned.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Master's degree	Library Science	X		

### Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

### Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
3 year +	Progressively responsible work experience in supervising/overseeing the operations of a library, preferably in an academic setting	X		

