

# STATESBORO REGIONAL PUBLIC LIBRARIES

## Affiliate County Library Manager

### POSITION DESCRIPTION

**Position Title:** Affiliate County Library Manager

**Classification:** FLSA exempt, 40 hrs/week (Evans County: 32 hrs/wk)

**Reports to:** Assistant Regional Library Director

#### OVERALL RESPONSIBILITY

The Affiliate County Library Manager is responsible for the day-to-day operation and supervision of the county library, including the management and supervision of local staff.

#### ESSENTIAL POSITION FUNCTIONS

- Desire to meet and serve the library's user community.
- Supervises staff, including hiring, evaluating, training and disciplining.
- Works in collaboration with the Assistant Regional Library Director to develop and implement strategic plans supporting library services, to include collection development and management, community outreach, programming and training.
- Prepares daily and monthly statistical reports, and any other administrative documents needed for effective library operations.
- Promotes library programs and services, with the assistance of the Assistant Regional Library Director and other Regional staff.
- Provides direct library user service, including policy explanation, complaint resolution, problem solving and other PINES-related circulation procedures.
- Plans, prioritizes, and recommends supplies and equipment purchases.
- Assists the Regional Technology Coordinator with evaluation of new technology and products.
- Administers and communicates Regional and local policies, procedures and processes.
- Participates in local and Regional staff training events.
- Monitors and manages the care and maintenance of the library's building and grounds.
- Assists the Assistant Regional Library Director with the execution of Major Repair and Renovation (MRR) grants and other library-related contracts with vendors.
- Addresses library safety and access issues.
- Serves as liaison with local government, community agencies, schools, Friends of the Library, and others to provide information on available library resources, programs and services.
- Represents library at meetings with Board and Friends of the Library, community festivals, school functions, and other related events.
- Prepares staff schedules, and coordinates the work assignments and activities of supervised staff.
- Assists library users on the public library computers.
- Performs other duties as assigned and required by the needs of the organization.

#### REQUIRED QUALIFICATIONS

##### **Education, Training and/or Experience**

- High School Diploma
- Agree to submit to a background check and have results that meet the expectations of the employer
- Knowledge of computers, current information technologies, social networking, the Internet, database search capabilities and commercially available library software.

## **Knowledge, Skills, and Abilities**

- Outstanding human relations and written and oral communications skills.
- Ability to work with a diverse population.
- Ability to think analytically and to develop new or revised systems, procedures, and work flow.
- Ability to explain procedures and policies using documentation, training, and customer service support to staff and library users.
- Ability to accurately record daily cash receipts and weekly bank deposits.
- Ability to prepare reports and present ideas clearly and concisely in written and oral form.
- Ability to motivate, establish and maintain effective working relationships with staff, supervisors, volunteers, other community agencies and library users.
- Ability to work independently and deal responsibly with confidential records and matters.
- Demonstrated knowledge of library materials and resources.
- Ability to creatively solve problems, negotiate and handle stressful situations in a positive manner.
- Ability to use tact and diplomacy in working with staff, and the public.
- Flexibility: ability to return to interrupted tasks and prioritize needs, duties, and activities.
- Able to follow established policies and procedures.
- Ability to set goals and meet deadlines.
- Ability to meet the work schedule of the job.
- Obtain and maintain a valid Georgia Driver's License.
- Access to a reliable means of personal transportation and ability to travel.

## **PREFERRED QUALIFICATIONS**

- Management experience
- Customer Service and/or Library experience
- Experience with PINES

## **PHYSICAL SKILLS**

- Ability to sit or stand and use computer for extended periods and operate standard office equipment, daily.
- Ability to lift and move up to forty (40) pounds and push one hundred (100) pounds, occasionally.

## **TRAINING, SUPERVISION, AND EVALUATION**

The Affiliate County Library Manager is supervised and evaluated by the Assistant Regional Library Director.

## **WORKING CONDITIONS**

- Majority of work performed in general office and library environment
- Requires periodic participation and attendance at events and training

*This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Statesboro Regional Public Libraries. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.*

7/17/2018