



City of Tempe

LIBRARY MANAGER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	340	<i>Department:</i>	Community Services
<i>Supervision Level:</i>	Manager	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Museum Manager
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives direction from the Deputy Community Services Director – Library or the Community Services Director.

Exercises direct supervision over professional, paraprofessional, technical and clerical library staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four (4) years of public library experience including two (2) years of supervisory experience.
<i>Education:</i>	Master of Library Science or Information Technology from an American Library Association accredited college or university.
<i>License / Certification:</i>	Possession of a valid driver’s license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To manage and coordinate a variety of advanced level professional duties in providing technical direction, program, collections and building maintenance support for the Library.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Manages the selection of staff, provides or coordinates training; assigns work activities, projects and programs and monitors workflow; reviews and evaluates work products, methods and procedures;
- Develops and maintains procedures for the security of the Library building and staff;
- Monitor security cameras as needed to aid in the health and safety of the public and staff;
- Represent the Tempe Public Library at professional meetings and conferences;
- Direct the preparation of required reports and records; ensure timely submission and evaluate as necessary;
- Serves as the Library Building Manager in the absence of the Deputy Community Services Director – Library;
- Provide pro-active performance planning utilizing performance management tools and one on one and regular team meetings;
- Assists in the development and implementation of the Library's strategic plan;
- Coordinates public relations activities as necessary for assigned unit;
- Perform opening and closing duties; ensuring the building is properly secured;
- Responsible for developing and designing new programs and services for related assigned unit;
- Facility contact for work orders/jobs, outside groups or agencies or other contact for facility use such as elections or large-scale special events;
- Facilitate the delivery of high-quality customer-focused library services to patrons; respond to patrons' needs, complaints and security incidents;
- Manage staff of unit assigned, delegating tasks, disciplining and evaluating performance of assigned personnel;
- Recommend and assist in the implementation of goals, objections, policies and procedures for the Library's efficient operation and safety of patrons and staff;
- Oversees grant projects, manages and facilitates state, federal and partner grants and final reports.
- Perform related duties as assigned.

When assigned to Infrastructure:

- Compile performance reports and statistics of programs relative to patron activity;
- Researches and recommends the acquisition of software and hardware in support of Library operations and increased efficiencies;
- Can serve as system administrator for integrated library software system (ILS); train staff in operation of system; install software upgrades and resolve system problems with ILS vendor;
- Oversees the online catalogs and peripheral systems; oversees the quality control for all data in ILS;
- Oversees administration of the library public computer network in the main library and at three outreach centers; develop PC models; evaluate, and oversee software and hardware upgrades, PC reservation systems, PC security systems, public network internet filter, and software upgrades and updates;
- Assists in the preparation and monitoring of Library budgets; purchasing and implementation of technology projects within the assigned areas of the Library. Prepares strategic plans

concerning automation for the department and establish priorities regarding systems projects; ensure the integration of all Library automated systems;

- Contact for third-party system vendors, including materials security, self-checkout, public printing, and time management systems; maintain electronic interfaces with those systems;
- Technical contact for electronic resource vendors; oversee and troubleshoot electronic interfaces with external resources and City IT department;
- Oversees website, social media, and print marketing for the Library;
- Manage the Collection Services department and library materials collection;
- Contact with Maricopa County Library District for Library Assistance Program (LAP) funds.

When assigned to Public Services (Adult and Youth)

- Liaison for other City of Tempe departments for joint or shared programming initiatives;
- Sustain partnership with Tempe Unified School District and Tempe Union High School District and other literacy partners;
- Manages the Summer Reading Program and other library-wide initiatives.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects up to 50 lbs. (i.e. computer equipment with assistance of carts or dollies);
- Operate City Vehicle (i.e. attend meetings and transporting equipment to of off-site locations);
- Climb stairways, ladders and work on elevated structures (i.e. related to technology equipment inspections);
- Other physical labor essential to the classification (i.e. inspect computer cabling, hardware switches, etc. located in tight spaces and in other locations around the building);
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators, and other office machines (i.e. works on computers daily, troubleshooting computers, assists with coping machines and calculator);
- Extensive reading and close vision work (i.e. reading computer screens, data, budget reports, contracts on desktop and handheld devices);
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc. (i.e. computers, sorting, equipment and troubleshooting of hardware in some close spaces);
- Exposure to blood and airborne pathogens; bodily fluids; etc. (i.e. position works a public service as needed and has contact with general public);
- May require working extended hours (i.e. might need to work a flexible shift, late evenings or early morning hours for system upgrades and in emergency (IT or Building) situations).

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability

Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1988</i> <i>Revised September 2001 (range adj, duty change, change to exempt)</i> <i>Revised November 2007 (retitled, IT duties added, reorg)</i> <i>Revised December 2010 (Title change)</i> <i>Revised August 2013 (Title change)</i> <i>Revised April 2017 (Title change and update job duties, min quals)</i> <i>Revised June 2020 (update title change, min quals and job duties)</i> <i>Revised July 2022 (update job duties)</i></p>