

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Library Cluster Manager**

Dept: **Public Services**

Job Code Number: **10283**

Reports to: **Director of Public Services**

Grade Number: **22, Non-represented**

Effective Date: **July 2008**

FLSA Status: **Exempt**

General Position Summary:

Manage a cluster of two or more libraries providing effective, efficient delivery of library services consistent with KCLS standards and policy directives while being responsive to local community needs and desires. This position is the top level in the Managing Librarian Series and, with a larger staff and multiple facilities, devotes considerable effort to management and community functions.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Assure operational consistency with KCLS policies, procedures, philosophies and objectives.
2. Manage the library staff and assume ultimate responsibility for staff selection, orientation, scheduling, work assignments, and professional development and overall performance.
3. Conduct performance evaluations and coaching and development of management staff and initiates corrective action as required for all staff.
4. Interpret library policies and procedures to the staff and public; resolve patron, operational and human resource problems.
5. Ensure ongoing relationships with the Library Board, Friends of the Library, local civic groups, community organizations, and other community groups.
6. Ensure participation in professional associations in community based groups.
7. Perform administrative record keeping and reporting and submit budget.
8. Assure that the facilities are secured and present a safe and healthy environment for staff and patrons.

Secondary Duties:

1. Attend and actively participate in various internal and external committee meetings.
2. Perform other related duties as assigned.

Communication:

Incumbents have frequent interaction with a broad range of people both in individual or group settings. Contacts may be within the library structure, with the general public, or with other county agencies, volunteers, or similar organizations. Contacts are either by phone or face to face. Communications frequently contain confidential/ sensitive information necessitating discretion. Regular formal presentations to groups may be a part of job responsibilities.

Initiative:

Incumbents develop policies and procedures for the cluster in support of KCLS overall policies and objectives. The position is responsible for problem solving at the cluster level and is frequently responsible for developing new programs, services or concepts. The job involves a high degree of complexity, with incumbents operating independently under minimal supervision. The position frequently encounters new and varied work situations. Decisions are made within general organizational policy constraints and guidelines.

Accountability:

The position involves frequent interruptions with maximum flexibility required. Planning requirements for the cluster and its staff are both operational and strategic. The position makes decisions that have impact across a limited number of work units with impact primarily focused on own cluster. Supervisor seldom monitors work. An error in work and/or judgment may cause loss of productivity among the staff, may disrupt or impair services provided to patrons resulting in loss of public support. The position typically has responsibility for controlling part of the operating budget. Confidential record keeping includes the creation and review of staff performance evaluations, salaries and other employee matters.

Leadership:

The position is responsible for mentoring at the cluster level as a manager. As a manager and as a representative of KCLS, this position is responsible for modeling and promoting organizational values within the cluster, within the cluster communities, and across the system.

DESIRED MINIMUM QUALIFICATIONS

Education/Experience:

- Master's of Library Science Degree from an American Library Association accredited school of Librarianship and Washington State certification as a Librarian.
- Typical way to obtain knowledge, skills and abilities is through five to eight years of certified librarian experience, with at least two years in a supervisory capacity or any equivalent combination of education and training that demonstrates the ability to successfully perform the duties of the position.

Necessary Knowledge, Skills and Abilities:

- Extensive knowledge of management principles and practices.
- Extensive knowledge of public library policies, procedures and systems.
- Considerable knowledge of library computer systems and applications including circulation software, Internet, on-line databases, office software, and e-mail.
- Working knowledge of budgeting processes.
- Knowledge and support of the principles of intellectual freedom.

Ability to:

- Exercise independent judgment to resolve staff, patron and operational problems within established guidelines.
- Operate computers, printers, copiers, and any other equipment commonly utilized in a library.
- Communicate effectively, verbally and in writing.
- Establish and maintain positive interpersonal relationships with staff, patrons, and community leaders.
- Recognize and set priorities, and to plan, organize and direct the work of others.
- Select, develop and motivate subordinate staff.
- Exercise initiative and independent judgment in a wide variety of situations.
- Interpret community interests and needs, and plan appropriate library services.
- Work a varied schedule, which may change periodically, including evenings and weekends.
- Communicate effectively with a diverse population.

Skill In:

- Reading, speaking, writing and understanding the English language continuously.
- Using excellent interpersonal skills continuously in a variety of situations and with a diverse patron and staff population.
- Using teamwork continuously

- Analyzing problems, resolving problems and dealing with unique situations continuously.
- Using independent judgment and discretion continuously in a wide variety of situations.

Position also frequently requires decision-making, creativity, mentoring, supervising, and negotiating.

SPECIAL REQUIREMENTS

Valid Washington State Driver's License.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The job is performed indoors in a library setting, and includes work at a PC monitor and close work. Incumbent must be available for evening and weekend work, early morning meetings, and able to serve on-call. Work involves travel between clusters and some travel within the district. Extended periods of standing are occasionally required. There may be some exposure to angry or hostile individuals.

Advancement Possibilities:

Director of PS

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
Director of HR

Final: 10/28/05
Revised: 7/1/08