

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Managing Librarian**

Dept: **Public Services**

Job Code Number: **10300**

Reports to: **Cluster Manager**

Grade Number: **20, Represented**

Effective Date: **January 2008**

FLSA Status: **Exempt**

General Position Summary:

Report to the Cluster Manager and participates on the Cluster Management Team. Provide managerial and supervisory support to ensure effective, efficient delivery of library services consistent with KCLS standards and policy directives, while being responsive to local community needs and desires. Oversee assigned library facility and staff, schedule staff and handle site specific issues along with cluster and system-wide coordination and support. Provide professional library services.

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. Responsible as librarian-in-charge of assigned facility/s and/or services in coordination with Cluster Management Team.
2. Interpret library policies and procedures to the staff and public; resolve patron, circulation and human resource problems referring major issues to the Cluster Manager.
3. Select, train, schedule and supervise assigned library staff, substitutes and volunteers.
4. Assure that the library facility and equipment are in good working order. Resolve or report maintenance problems.
5. Provide cluster liaison functions, as assigned, such as community liaison, collection development, reference, etc.
6. Participate in the employment pool selection process.
7. Assist patrons in the use of library collections and materials.
8. Perform administrative record keeping and reporting, as assigned.
9. Assist in the development of annual goals and in the preparation of the library's operating budget.

Secondary Duties:

1. Attend and participate in committee meetings, workshops and conferences.
2. Perform other related duties as assigned.

Communication:

Incumbents have frequent interaction with a broad range of people both in individual and 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. Occasional formal presentations to groups may be a part of job responsibilities.

Initiative:

Incumbents develop policies and procedures for the facility in support of cluster and KCLS overall policies and procedures. Position is responsible for problem solving at the facility level. There is some responsibility for designing new programs, services or concepts. The job involves a high degree of complexity, with incumbents operating independently under minimal supervision. Work situations are recurring with occasional variations from the norm. Decisions are made within general organizational policy constraints and guidelines.

Accountability:

Position involves frequent interruptions with maximum flexibility required. Planning requirements occur as a participant in a group activity, with some strategic planning at the facility, cluster and department level. The position makes decisions that have impact across a limited number of work units with impact primarily focused on own facility. Supervisor occasionally monitors work. A delay in decision-making or an error in work may lead to improperly scheduled staff, collection development or reference issues, etc any/all of which may result in poor service to the public or loss of staff morale. Positions in this classification generally have limited responsibility for controlling program, facility and book budgets, and daily cash flow. Positions provide budget development input and are accountable for supply and substitute budgets. Confidential record keeping is limited to creation and review of staff performance evaluations and disciplinary actions.

Leadership:

Position is responsible for mentoring library staff at the community library level as a manager. The position is responsible for modeling and promoting organizational values within the work unit or department, and as a representative of the organization in the community.

DESIRED MINIMUM QUALIFICATIONS

Education/Experience:

- Requires a Master of Library Science Degree from an American Library Association accredited school of Librarianship and Washington State certification as a Librarian.
- Two to four years of certified librarian experience required,

Necessary Knowledge, Ability and Skills:

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

Ability to:

- Clearly, effectively and succinctly communicate ideas both verbally and in writing.
- Exercise independent judgment to resolve staff, patron and circulation problems within established guidelines.
- Operate computers, printers, copiers, and any other equipment commonly utilized in a library.
- Build long-term internal and external loyalty and relationships.
- 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 and to sensitively work with gender, ethnic/culturally diverse populations.

Skill In:

- Reading, speaking, writing and understanding the English language.
- Using good interpersonal skills in a variety of situations and with a diverse patron population.
- Analyzing problems and problem-solving.
- Operating as a member of a team in daily activities, resolving problems and dealing with unique situations.
- Making sound decisions based on in-depth knowledge of KCLS priorities, projects and plans.
- Using independent judgment in a wide variety of situations.

**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, bend or stoop. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

Job is performed in doors and a library setting, and includes frequent work at a PC monitor and extensive close work. Extended periods of standing are occasionally required. There may be some exposure to angry or hostile individuals.

Advancement Possibilities:

Cluster Manager

Other Manager or Coordinator classifications

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: \_\_\_\_\_  
HR Manager

Draft: 12/04/07

Final: 01/07/08