

## Stevens County Rural Library District

4008 Cedar Street, Post Office Box 744

Loon Lake, WA 99148

(509) 233-9621 – thelosc.org

### Position Description

POSITION TITLE: Library Manager  
FLSA STATUS: Exempt  
SALARY RANGE: [Library Manager](#)  
POSITION SUMMARY: Manage the day-to-day operations of a community library; insuring effective services are provided to the public; provide direct service to customers; oversee some aspects of system-wide operations; maintain effective working relationships with staff, volunteers, community organizations and library users.

### RESPONSIBILITIES:

1. Manage staff, collection, service programs, and equipment for a community library effectively addressing day-to-day operations.
2. Plan, coordinate, and evaluate services and other available resources, activities and programs to meet the District's missions and goals.
3. Recommend budget for personnel, furnishings, services, equipment, and monitor budget expenditures.
4. Select, develop, motivate, and evaluate department staff.
5. Identify training needed; develop training plans and coordinate training programs for the library with the Director and other managers.
6. Provide basic readers' advisory and reference service for all ages.
7. Instruct customers, on a one to one basis, in the use of library materials and equipment.
8. Provide support for adult and youth services as assigned including collection management tasks.
9. Administers maintenance of library facilities and equipment; works with architects and planners on facility development.
10. Assist in planning programs for all ages; may provide programming.
11. Oversee and provide circulation services.
12. Maintain working relationships with schools and community organizations, as assigned.
13. Monitors changing needs of the community and promotes library services through attendance at public meetings and special programs.
14. Recruit, train and supervise volunteers to provide, reshelving, programming and other duties.
15. Communicates and works with volunteer library support organizations.
16. Communicate, interpret, and monitor compliance with District policies and all other applicable operating and administrative procedures and practices.

17. Address issues with patrons who display difficult behaviors, not limited to, but including mental health or substance abuse issues.
18. The Cities of Colville and Kettle Falls Libraries contract with the Library District for management, and as such, the managers of those libraries will work with a City Library Advisory Board, coordinate with city staff, and report to the City Mayor and City Council.
19. May serve as the District's chief executive in the absence of the Director.
20. May be assigned team leadership responsibilities which may include one of the following areas:
  - a. Coordination of District-wide collection development
  - b. Coordinate outreach services to special populations in the District
  - c. Coordination of District-wide programming
21. Perform other duties as may be assigned to support the District's mission.

#### **SUPERVISION:**

Works independently under the general direction of the Library Director.  
Supervises one or more Library Assistants II, Library Assistants, pages, and volunteers.

#### **QUALIFICATIONS:**

##### Required

1. Master's degree in librarianship from an ALA accredited graduate program and/or certification by the Washington State Board for the Certification of Librarians/ or other appropriate degree.
2. At least three years related full time work experience; including supervisory experience.
3. At least one year of related full time library experience.
4. Knowledge of modern professional library principles, practices and procedures.
5. Knowledge of modern management principles and practices as they relate to the administration of public libraries.
6. Customer service awareness and perspective
7. Demonstrated ability to establish and maintain effective working relationships.
8. Demonstrated ability to problem solve, use initiative and good judgment.
9. Demonstrated ability to manage detail and recognize and set priorities.
10. Requires the ability to understand and effectively apply information technology; including the ability to deal with emergent technologies and effectively integrate the use of social media.
11. Ability to use a wide range of computer systems and various software.
12. Demonstrated knowledge of materials, resources, reference, readers' advising and library automation systems.
13. Effective verbal and written communication skills.
14. Ability to meet requirements of Child and Adult Abuse Information Act.
15. Valid driver's license and normal risk insurability required if using District or personal vehicle for business.
16. Valid First Aid and CPR certification may be required.
17. Ability to accept and follow instructions.

18. Flexible schedule. Able to travel to various locations throughout the county, including evenings and weekends as necessary.

**WORKING CONDITIONS:**

1. Will be assigned to a home library, but may be required to commute to at least one other each week. Some driving may be in inclement weather and all driving includes rural travel.
2. Flexible working schedule including weekends (Saturdays and Sundays) and evenings.
3. Public library and/or retail environment.

**PHYSICAL AND MENTAL REQUIREMENTS:**

1. Hearing and speaking to customers, staff and telephone callers.
2. Standing for extended periods of time.
3. Sitting for extended periods of time.
4. Using keyboard and viewing computer monitor
5. Bending, stretching and reaching to retrieve materials.
6. Lifting or carrying items up to 40 pounds.
7. Moving quickly around locations within the library.
8. Traveling to libraries within the District.
9. Cooperating and getting along with people.
10. Tolerance for multiple interruptions.
11. Managing detail and multiple demands and setting priorities.
12. Working under moderate levels of stress.
13. Solving problems requiring interpretation.

Revised December 2006

Updated: January 26, 2017