

Position Title	Managing Librarian		
Working Title			
FLSA Status	Exempt	Job Code	1475
Salary Band	MP4	Revised	1/2019

### General Purpose

Working independently with minimal guidance, this position manages a District library, including staffing, service coordination and day-to-day operations. Develops and implements District programs in support of service priorities; cultivates and maintains effective community partnerships.

### Illustrative Examples of Duties and Responsibilities

Coordinates with the appropriate department to resolve issues pertaining to a building's equipment, materials and daily business operations.

May coordinate scheduling of library programs and services with other managers and supervisors. Assigns and schedules library staff to provide programming and/or information services.

Develops and implements public library programs in support of strategic initiatives. Collaborates with librarians and Public Services Managers as part of a team.

Works with the Customer Services Manager to develop and implement a program of customer service training.

Coordinating with the Customer Services Manager and Human Resources, develops and manages a training program for staff in topics including, but not limited to, use of new tools and resources, instructing library members in the use of library equipment and technology, and acting as person-in-charge.

Interviews, selects, hires, and trains assigned staff. Provides effective direction to ensure customer service needs are met in a timely and efficient manner. Coordinates with the appropriate supervisor for scheduling and task completion.

Develops effective community relations with local civic organizations, schools, and other community groups that leverage District programs and services to meet community goals. May serve as District liaison to city council and/or other relevant government agencies.

Assists Collection Services Department regarding District-wide collection maintenance. Assigns and directs library staff in execution of collection maintenance tasks.

Provides service to customers. Performs readers' advising and information services. Instructs customers in the use of library equipment, resources, and services.

Works collaboratively with library staff and community partners in program development and community outreach efforts.

Addresses customer comments and complaints.



www.sclld.org  
 Administrative Offices  
 509.893.8200  
 fax 509.893.8472

Airway Heights Library  
 509.893.8250  
 Argonne Library  
 509.893.8260

Cheney Library  
 509.893.8280  
 Deer Park Library  
 509.893.8300

Fairfield Library  
 509.893.8320  
 Medical Lake Library  
 509.893.8330

Moran Prairie Library  
 509.893.8340  
 North Spokane Library  
 509.893.8350

Otis Orchards Library  
 509.893.8390  
 Spokane Valley Library  
 509.893.8400

May facilitate creation of social media content, and/or programs with community organizations, community members and staff.

May write blogs, articles, reviews or other written pieces as assigned.

Serves as the Person-In-Charge.

Serves as the District liaison to local Friends of the Library.

Performs other related duties as assigned.

## Supervision

Reports to: Operations Manager

Supervises: Public Services Specialist

## Minimum Qualifications

### Required

- Master of Library & Information Science or equivalent and the Professional Librarian's Certificate issued by the Washington State Library (or its predecessor) as required by RCW 27.04.055.
- Three years recent professional level librarian experience required

### Preferred

- Two years recent supervisory experience
- ILS experience

The District may accept an equivalent combination of education and experience in lieu of the above requirements.

## Necessary Knowledge, Skills & Abilities

### Knowledge of

- Principles of organizational development and leadership management.
- Library resources, programs, and services.
- Principles of intellectual freedom and open access.
- Principles and practices of supervision.
- Literature with adult, teen and youth focus.

### Skill in

- Use of computer systems and various software programs.

### Ability to

- Train and direct the work of subordinate staff.
- Communicate effectively in oral presentations.



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- Write effectively using correct grammar, punctuation, and spelling.
- Work independently and be self-directed.
- Organize, implement, evaluate, and modify programs of library services.
- Manage detail, recognize and set priorities.
- Find and use resources to provide requested information.
- Consistently demonstrate quality customer-service behavior(s).
- Interact in a professional and respectful manner with District staff and the public.
- Maintain confidentiality of customer information.
- Establish and maintain effective working relationships in a team environment.
- Use initiative, problem-solving skills, and sound judgment.
- Work quickly and accurately; follow directions and meet deadlines.

### **Work Environment/Physical Demands**

Work is performed primarily in a library environment while sitting/standing at a desk for extended periods of time. Work may be performed at off-site locations during outreach activities. This position requires frequent public contact. Moderate stress may be encountered due to heightened library activities or intense member interactions. The noise level is usually moderate.

An individual performing the duties in this position may be required to sit or stand for long periods of time, lift or move up to 40 pounds and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or book truck.

### **Special Requirements**

- Criminal background check required.
- Must have valid driver's license and required mandatory insurance when operating a privately owned vehicle for business purposes.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

*The duties listed above are intended only as illustrations of the 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 the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*



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