

# S P O K A N E   C O U N T Y   L I B R A R Y   D I S T R I C T

<b>Job Title</b>	Library Manager		
<b>Reports to</b>	Operations Manager	<b>Supervises</b>	Assistant Library Manager Public Services Specialist
<b>FLSA/WMWA Status</b>	Not eligible for overtime	<b>Remote Work Status</b>	May be eligible for remote work
<b>Revision Date</b>	March 2025	<b>Compensation Band</b>	MP4
<b>Working Hours</b>	While the District will make a good faith effort to maintain regular, predictable schedules, employees are expected to be available to work a variety of hours; working hours are subject to change and employees are scheduled according to the needs of the District which may include days, evenings, and weekends.		
<b>Required</b>	Background & driver license check WA State professional librarian certificate may be required		

<b>Job Overview</b>
Working independently with minimal guidance, this position manages the day-to-day operations of a large District library.

<b>Qualifications</b>
The ideal candidate will be able to build relationships at all levels, have three to five years of professional-level public library experience, three years of experience managing a public library, experience supervising others and expertise in motivating, coaching, and interacting with a team. Masters in Library & Information Science preferred. The District may accept an equivalent combination of education and experience in lieu of the above.
Ability to
Analyze and use reasoning to logically solve problems and contribute to the solution of problems related to library services
Communicate effectively with staff and customers
Establish and maintain positive team relationships
Exercise interpersonal sensitivity while working effectively with individuals of diverse cultures, interpersonal styles, abilities, motivations, or backgrounds
Follow directions and work quickly and accurately to meet deadlines
Interact in a professional and respectful manner with staff and customers, demonstrating positive behaviors for internal and external customer service
Interpret, apply, and support District-wide policies, procedures, and services that reduce barriers and increase access
Maintain confidentiality of customer information
Model behavior for high levels of service
Speak publicly in order to provide District programs and represent the District to community groups
Travel to a variety of locations to perform work and/or attend work-related meetings and trainings
Use initiative, problem-solving skills, and sound judgement
Work with and troubleshoot office machines, such as copiers
Knowledge of
Alphabetic, numeric and/or alphanumeric order
Cash handling procedures
Dewey Decimal system of classification
Library services and resources
Microsoft Office and other software applications
Other
Valid driver license and required insurance when operating a privately-owned vehicle for business purposes

**Job Duties**

*The duties listed 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.*

Oversees the daily operations of a District location; coordinates with other departments to resolve issues pertaining to equipment, materials, and daily operations.

Performs readers' advising and information services; responds to customer inquiries regarding library services and operations.

Responds to and resolves customer issues and issues referred by other District staff; refers inquiries or issues to other departments or staff as appropriate.

Enforces the Code of Conduct.

Work to resolve internal and external customer issues effectively and with a customer-first mentality; refer to other departments or staff as necessary.

Responds to customer inquiries regarding library services and operations.

In addition, this position may:

- Provide direct library service to customers; perform readers' advising and information services in response to customer inquiries; assist in circulation services.
- Assist customers with material check out, use of personal technology devices, place & retrieve holds; sort, shelve and organize library materials.
- Perform seasonal tasks such as shoveling snow and spreading ice melt.
- Clean and disinfect work and public areas of the library.

Performs other duties as needed or as directed.

**Supervisory Responsibilities**

*The supervisory responsibilities listed are intended only as illustrative. The omission of specific responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Oversee the daily work of assigned staff.

Participate in the hiring process.

Provide constructive feedback and on-time performance evaluations.

Identify training needs and recommend/assign training to meet those needs.

**Work Environment**

Work is performed in a library environment.

The noise level is usually low.

Work may be performed outdoors and exposure to extreme weather conditions may occur.

**Physical Demands**

An individual performing the duties in this position may be required to stand, walk, stoop, kneel, reach, bend, and/or crouch; lift, carry and/or grasp up to 40 pounds and/or push and/or pull objects weighing up to 200 pounds on a wheeled cart or hand truck.

**Psychological Demands**

Make decisions, supervise staff, learn new tasks, remember processes, maintain focus performing repetitive duties, communicate with customers and other staff, interact with or witness interactions with individuals who may be angry, hostile, experiencing mental and/or physical health issues.