

## Superior District Library/Bayliss Library Job Description

Title: Library Manager

Supervisor: Library District Director

Classification: Bayliss Public Library Employee

---

### **JOBS AND RESPONSIBILITIES**

#### *Job Purpose*

As a full-time (35 hour per week) member of the District's Management Team, this position is responsible for managing the daily operations and activities of the Bayliss Public Library, providing leadership, direction and coaching to employees; evaluating Library issues; determining and implementing solutions; prioritizing and assigning tasks and projects; training and evaluating staff; helping develop staff skills through training and mentorship; and, conducting performance evaluations. Works collaboratively with the other Library Managers, and the District Director to facilitate strategic goals and objectives for the Superior District Library.

#### *Primary Duties*

- Supervises the Bayliss Library staff, including staff evaluations, developing a good working environment, and overall operations of the library
- Directs, manages, and coordinates overall building operations and activities to meet goals and objectives of the library
- Creates a customer focused culture by leading, modeling, and empowering staff to deliver excellent internal and external customer service in all interactions with respect, responsiveness, and professionalism
- Builds an effective team through clear leadership, and a culture of open communication and accountability
- Assists the District Director in the development of the Bayliss Library budget and oversees appropriate expenditure of funds
- Prepares reports as needed for the Library Director to keep the District Library Board abreast of the Bayliss Library's work
- Assists the District Director in the preparation of the annual State Aid report
- Participates in grant writing and other Bayliss Library fundraising by coordinating with the District Director and staff
- Assists the Library Director in the development of District goals and objectives
- Serves on various local, Cooperative, and statewide committees
- Recommends, develops, implements and evaluates plans for the Bayliss Library
- Communicates effectively across work teams and with the public and community stakeholders through active listening, writing, and speaking
- Takes on special projects and performs other work as determined in conjunction with the District Director

### *Secondary Duties*

- Coordinates the planning and budgetary needs of library programs in conjunction with the Department Heads in those areas
- Supports a safe and welcoming environment for patrons and staff by addressing patron complaints and concerns; administers BPL and SDL policies and procedures to maintain building safety for staff and patrons
- Oversee the solicitation, scheduling and activities of volunteers for Bayliss Library
- Represents the Library appropriately at workshops and educational meetings
- Participates in community activities; works with community organizations to benefit the library
- Participates in Continuing Education workshops, webinars, and conferences
- Performs other duties and responsibilities as assigned within the scope of the position or field of expertise
- May serve as SDL Representative in the absence of the District Director

*\*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

### *Knowledge, Skills and Abilities*

- Bachelor's Degree from an accredited college or university in any field of study required
- Master's degree in library and information science from an ALA accredited institution preferred
- Minimum of four years library experience, preferably in a public library, required
- Supervisory experience of two or more years preferred
- Equivalent combination of experience, education and training which provides the required knowledge, skills, and abilities
- Reads and writes legibly, speaks articulately, and understands English
- Demonstrates knowledge of professional library practices, procedures, and techniques.
- Ability and Experience to supervise others
- Listens to understand and respond with sensitivity and inclusivity of varying viewpoints; navigates critical conversations with respect and diplomacy
- Demonstrates a forward-thinking mindset; maintains an understanding of trends and developments in the library landscape; evaluates effectiveness of both the Bayliss Public Library and the Superior District Library activities and identifies opportunities for improvement
- Exercises initiative and can make independent decisions
- Uses sound judgment and logical reasoning in resolving problems
- Possesses interpersonal skills to work effectively with a variety of audiences
- Ability to cooperate as a team member with other Library Managers and staff
- Demonstrates knowledge and experience in the use of library equipment
- Ability to handle confidential and sensitive information with discretion
- Excellent computer, word-processing and Internet skills

### *Physical Demands and Qualifications*

- Work is normally performed in an office environment, although some off-site work may be required
- Ability to work flexible hours, including evenings and weekends
- Requires standing, walking, stooping or crouching, kneeling, crawling, balancing, sitting, reaching, pushing, and grasping
- Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects
- Must have access to transportation for performing job responsibilities as required
- Must be able to travel out of town and stay overnight for library conferences and workshops as needed
- Must present a neat, clean and professional appearance and be motivated to work

### *Salary and Benefits –*

- \$23.50-\$25.50 depending on education and experience
- Health Insurance – including dental, vision, and Orthodontia
- Paid vacations, holidays, personal days, and sick days
- MERS Retirement System; 457 Savings/Roth 457; Health Savings Plan, Aflac
- Educational Reimbursement for 50% of MLIS degree
- Paid conference and workshop attendance including mileage, accommodations and meals