

Description

An employee in this class performs professional librarian and managerial work at the Erwin Public Library. responsible for planning, organizing and managing all operations at the Erwin Public Library including supervising staff. Work generally requires the employee to plan and implement programs to meet the public's needs as well as develop, maintain and weed the library's collection. Work is performed under general supervision of the Town Manager.

Illustrative Examples of Work

- Oversees, directs and participates in all operations of the Library Branch including circulation, reference, technical services, and adult/children's programming.
- Develops, implements and monitors the progress toward long range objectives, strategies and plans.
- Monitors expenditures of various budget allocations and provides written budget requests with justification and costs for material, equipment and personnel.
- Plans, selects and coordinates collection development and evaluates and maintains the collection of library books and materials within budget constraints.
- Promotes library services, activities, news and special events.
- Gathers and maintains financial reports and deposits of all monetary transactions of the library.
- Ensures the library facility and all equipment are in good and safe working order.
- Knowledgeable of computer hardware, software and peripherals utilized in automated library systems.
- Performs some cataloging of materials.
- Provides assistance to patrons in the use of the library's automated system.
- Troubleshoots the computers, printers, copier and other equipment problems; if no resolution reports the problem to the library Administrative Assistant/Technical Support person or IT for assistance.
- Remains up to date in the use of electronic devices in an ever changing technological environment; trains staff in the usage of new electronic devices and their use with the library resources.
- Hires, trains, directs, schedules, supervises and evaluates the work of staff and volunteers at this location; sets goals with staff and monitors progress.
- Gathers and maintains statistical information to prepare reports, surveys and other documentation to determine and support the needs of this Library Branch.
- Works with other Library Managers in establishing divisional goals, objectives, procedures, policies and training to assure services are responsive to the public needs and interests.
- Promotes community image of library and public awareness of library services through businesses, schools and groups, public information programs, outreach programs, displays, and public presentations.
- Develops partnerships with area public and private organizations.
- Provides instruction and assistance to patrons in reference methods and sources, guidance and direction with the use of the computer and in locating and using library materials and resources.
- Plans and supervises programs to meet the public's needs.
- Ensures adherence to the department's safety rules and regulations.
- Performs other related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Thorough knowledge of laws, regulations, policy and procedural guidelines related to public libraries in order to manage the activities and facility within these guidelines.
- Possesses general knowledge of community identity and special events or activities.

- Ability to communicate effectively both orally and in written form.
- Ability to catalog, shelve and maintain order of library books and materials.
- Thorough knowledge of library collection, including books and authors.
- Thorough knowledge of library reference materials and the ability to search for data or information using a variety of media.
- Thorough knowledge of age appropriate materials.
- Ability to interpret library rules, procedures and policies.
- Ability to select appropriate materials for patrons of varying reading levels.
- Ability to operate computers, automated systems and a variety of equipment.
- Ability to supervise and direct the work of employees.
- Ability to establish and maintain effective working relationships with staff, coworkers, schools, community organizations, vendors, volunteers and the general public.

Physical Requirements

- Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Must possess the visual acuity to read fine print and distinguish small characters, prepare and analyze data and figures, perform accounting and transcription, operate a computer terminal, perform extensive reading visually inspect defects or parts, use measurement devices and assemble or fabricate parts at distances close to eyes.
- Worker is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.
- Worker is subject to one or more of the following atmospheric conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases or poor ventilation.
- Worker may be in contact with potentially infectious bodily fluids during the performance of his/her duties.

Education and Experience

- Graduation from an accredited college with a four-year degree or graduate degree in Library Science or Library and Information Studies with a Master's degree preferred, or related field and some experience managing a library branch or related supervisory experience; or an equivalent combination of education and experience.

Licenses and Certifications

- Eligibility for NC Public Librarian Certificate from State Library Commission preferred.

The initial review process for the first round of applications will start on May 31, 2019. If you have any questions please contact Finance Director/HR Debbie Chestnut at 910-591-4203.