



CLASS SPECIFICATION

Class Title: Library Site Manager I
Department: Library
FLSA: Exempt

Class Code: 427
Eff. Date: 10/11/06
Grade: 17
Revised: 04/06/2021

GENERAL PURPOSE

Under the general supervision of a Branch Manager, Deputy Director or Director, performs professional and supervisory duties in managing the daily operations of a branch library including reference and circulation functions.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in position of this class.)

Supervises branch staff, both clerical and reference staff; recommends individuals for hire; schedules, assigns, and monitors work; conducts performance appraisals in compliance with County Policies and Procedures and practices; under the direction of the Branch Manager disciplines employees as necessary.

Supervises branch activities; participates in planning, developing and implementing new and in-house programs; oversees collection maintenance tasks and maintenance of circulation records and fees; applies County policy and interprets Library policy.

Provides assistance and guidance to library patrons by responding to reference questions and locating information sources; provides guidance regarding specific books and authors, electronic sources and system-wide resources.

Under the guidance and with the assistance of the Branch Manager provides budget information and recommendations as requested by the Branch Manager.

Monitors physical facility maintenance; ensures maintenance and custodial functions are completed in a satisfactory and timely manner; handles emergency situations; consults with a Branch Manager concerning maintenance matters that need immediate or timely resolution.

Assists as requested by a Branch Manager, Deputy Director, or the Director in planning and implementing services for library patrons and system services including collection development, programs and patron service evaluation.

May perform system level assignments or participate in special projects including but not limited to participation on countywide committees, capital construction projects and special ordering projects.

Applies a working knowledge of office equipment including but not limited to personal computers, copy machines, and County and Library networks.

Participates in continuing education programs such as library conferences and required and elective State, County or Library training.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

1. **Education and Experience:**

Graduation from an accredited college or university with a Bachelor's Degree plus three (3) years of full-time public library experience at a reference librarian or higher level position; an acceptable combination of education and experience may also be considered. Preference given for library or supervisory/administrative training or experience in a public library environment.

2. **Special Qualifications:**

Must pass a criminal history background investigation.

Must furnish personal transportation for on-the-job travel.

Employees driving a vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. **Necessary Knowledge, Skills and Abilities:**

Working knowledge of: supervisory practices; library-related policies and issues; library reference sources, including electronic sources, library classification and organization systems, primarily the Dewey Decimal system, and public library practices.

Skill in: using applicable computer hardware and software programs and applications.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: supervise and evaluate the work of others and conduct training for employees in compliance with all laws, policies, and procedures; work with the general public in a library setting; work day and evening shifts, and rotating Saturdays; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, employees, other agencies, library patrons and the general public.