



# Parkersburg and Wood County Public Library

## SOUTH PARKERSBURG LIBRARY MANAGER (Para-professional or Professional Librarian)

### **Job Summary:**

The position is in a supervisory role as a team leader, manages the daily operation of the South Parkersburg Library, plans special activities, and customer service to library users through general circulation/reference services, along with communication and cooperation with the main library. Reports directly to the Library Director.

### **Minimum Qualifications:**

Position requires a bachelor's degree with at least 3 years library experience, but a Master's degree in Library Science from an ALA accredited school of Library Science is preferred.

### **Required Competencies:**

- Ability to communicate effectively with staff and patrons, and interact with public in a consistent, friendly and courteous manner.
- Ability to establish and maintain effective working relationship with co-workers.
- Ability to learn and follow the general rules, regulations and procedures of the library system.
- Ability to work with limited supervision, pay attention to detail, and exercise sound independent judgment.
- Ability to handle money and make change.
- Requires physical agility and strength to bend, reach, lift and carry (up to 25 lbs), and push/pull loaded book carts when shelving materials.
- Knowledge of book selection and weeding principles.
- Ability to develop and manage services that promote and support the organization's mission and strategic direction.
- Ability to work flexible scheduling including weekend rotation and evening rotation.
- Ability to organize and supervise staff and/or areas of responsibility.
- Knowledge of standard technologies, latest trends, online databases and office productivity software.
- Ability to work well with all ages and to plan, organize, and execute a variety of programs on a weekly and seasonal basis. Enthusiastic and flexible in trying new approaches.

### **Essential Duties:**

- Be a collaborative team member, sharing responsibility for building supervision, working towards ensuring the proper maintenance and organization of the library and its collections, and in helping the library provide a welcoming, comfortable, and safe place for the community.
- Hires, trains, supervises, and monitors the performance of the branch staff. Prepares work schedules and assigns duties for staff in circulation. Terminates employees when necessary.
- Perform general circulation activities like checking library materials in and out, renewing items, placing holds, registering patrons, shelving materials, processing overdues, and collecting fees and copier money to send periodically to main library.
- Advises, assists, and trains library staff and patrons in the use of all library resources (collection, online resources, electronic collection, copiers, pcs, and fax machine).
- Collaborates with others to produce reading lists, programs, bibliographies, collection development, etc.
- Plan, coordinate, implement and publicize programs and library materials.
- Stays current on library practices and actively seeks ways to implement best practices.
- Seeks input from library customers and potential users of services about their library needs/interests. Also, is a liaison and/or library representative to the community through local groups, schools, etc.
- Collects and reports statistics for reference, notary, public computer usage, wi-fi access, and database usage.
- Position is also required to perform all other duties as assigned.