

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: CHILDREN'S SERVICES MANAGER
DEPARTMENT: PUBLIC LIBRARY
REPORTS TO: LIBRARY DIRECTOR

JOB CODE: 4008
DATE: 2/08

JOB SUMMARY:

Manages and oversees the library's children's services. Plans, develops, implements, and evaluates operations within this area. Develops the library's relationship with the community through programming for children and adults, volunteer coordination, marketing, and publicity.

ESSENTIAL JOB FUNCTIONS:

Is responsible for the overall goal setting, planning, programming, development, and implementation of services in the Children's Services Division.

Oversees daily operations of the Children's Services Division by ensuring appropriate staff coverage to greet and assist the public.

Develops and plans programs for children.

Reviews progress, accomplishments, budgets, and strategies for the Children's Services Division.

Prepares children's room department budget; maintains budget records and monitors expenditures for assigned areas.

Coordinates and oversees the development of the children's collection.

Prepares monthly and annual reports of children's services.

Initiates and supports cooperative efforts between the library and Concord schools and other organizations in the community that serve children.

Serves patrons at children's room circulation and reference desks; assists patrons in use of online catalog.

Updates children's services manuals.

Promotes the resources and programs of the library through marketing and publicity.

Coordinates the preparation, printing, and distribution of library newsletter.

Develops and coordinates volunteer program.

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including training in job skills, appraising performance, addressing complaints, resolving problems, scheduling staff, and planning, assigning, and directing work.

Acts as a member of the management team; confers with upper management to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

Prepares reports, memos, and correspondence concerning areas of responsibility.

Participates in the development and implementation of library policies, procedures, and long-range plans.

Interprets and explains library policies and procedures.

Keeps abreast of professional library literature.

Maintains education in library science; attends courses, workshops, and conferences.

Belongs to and is active in local and state library organizations.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
Microfilm/Microfiche Reader Copier

Audio-Visual Equipment
Calculator

Telephone

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Master's degree in Library/Information Science accredited by the American Library Association.
Three years of progressively responsible related experience.

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Library operations and administration.

Professional library principles and practices.

Modern practices of library automation.

Computer usage and various software applications programs.

Principles and practices of supervision, training, and performance evaluation.

Principles and practices of budgeting.

Principles and practices of marketing.

All department policies, rules, and regulations.

All client groups and the community as a whole and its various needs.

Policies, functions, and administrative operations related to area of assignment.

Skill in:

Communicating clearly and effectively, both orally and in writing.

Skills of supervision and management, including planning, organizing, assigning, directing, reviewing, and evaluating work of those supervised and providing leadership.

Tact, discretion, initiative, and independent judgment.

Compiling statistics and analyzing data.

Effective interviewing techniques.

Independently organizing work, setting priorities, and following up on assignments.

Preparing reports and correspondence.

Formulating goals, objectives, and methods of evaluation.

Determining client needs.

Assisting patrons with various library services and operations.

Using a computer to enter and retrieve information.

Understanding and carrying out oral and written instructions.

Mental and Physical Abilities to:

Establish and maintain effective working relationships with staff, patrons, and other city departments.

Speak effectively before public groups and respond to questions.

Write reports, correspondence, and procedure manuals.

Read, analyze, and interpret professional periodicals and journals.

Apply logical thinking to solve problems and accomplish tasks.

Perform duties while intermittently sitting, standing, stooping, bending, or crouching.

Frequently lift light objects.

Working Conditions:

The work is performed in an office or library.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.