

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Librarian and Information Services Manager**

Dept: **Public Services**

Reports to: **Library Regional Manager**

Effective Date: **January 2022**

Job Code Number: **20914**

Grade Number: **20, Represented**

FLSA Status: **Exempt**

General Position Summary:

This position supervises, mentors, and supports librarian staff in all specialties for service delivery in the library, in the community, and online. Provides managerial support and subject matter expertise to ensure the delivery of effective and efficient library and information services for a region consistent with KCLS standards, policies and service directives. Responsive to local community needs and interests as a member of the Regional Management Team. Provides direct library service as appropriate.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Hires, trains, mentors, evaluates, coaches and disciplines assigned employees across the region.
2. Coordinates assigned staff activities and functions across region, including communicating and implementing policies and procedures, programs and projects.
3. Advocates on behalf of staff and patrons' needs and interests at region and system levels.
4. Contributes to the overall management of the region as a member of the Region Management Team.
5. Fosters a cooperative work environment.
6. Participates in region goal setting and strategic planning. Develops and implements goals and plans for region's programs, services, events and collections.
7. Coordinates with the system service coordinators for delivery of services.
8. Manages and approves payroll time entries and leave requests.
9. Coordinates with members of Region Management Team about direct reports' work schedules to support library operational and service needs.
10. Tracks and monitors assigned budgets and produces reports.
11. Promotes, educates, and supports principles of Intellectual Freedom with staff and patrons. Resolves related concerns or redirects to appropriate source.

Secondary Duties:

1. Resolves staff and patron incidents, problems, concerns and conflicts. Ensures the Code of Conduct is followed or redirects to appropriate source.
2. May be responsible for safe and efficient operations in an assigned facility.

3. Participates in activities such as staff meetings, committee work and training.
4. Engages with the community and special population groups.
5. Initiates, participates and collaborates in the library profession beyond KCLS. Maintains professional expertise in order to provide relevant public service.
6. Performs other related duties, as assigned.

Core Competencies:

Customer Focus

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn from differences.

Ethics, Values, and Judgment

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

Professional & Technical Knowledge

Demonstrates proficiency in professional and technical skills/ and or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to foster personal success and connections for others.

Coaching and Counseling

Facilitates the development of other's knowledge, abilities, and skills to fulfill job and role responsibilities more effectively. Provides timely feedback, guidance, and encouragement to help others achieve better performance and goals; builds confidence of others.

Managerial Courage

Tactfully provides direct and actionable feedback in a timely manner, is open and direct but not intimidating; deals head-on with people and problems even in the most difficult situations.

Vision and Strategic Thinking

Supports, promotes, and ensures alignment with the organization's vision, mission, and values; holds big picture view while setting priorities, often uses breakthrough strategies to find the way forward.

Building Effective Teams

Blends people into cohesive teams that apply their diverse skills and perspectives to achieve common goals; creates and supports strong morale and a healthy work environment.

Accountability

Holds self, direct reports, and others accountable for achieving intended outcomes; follows up and monitors progress to ensure that things stay on track; models organizational values and norms.

Desired Minimum Qualifications:

- Masters of Library Science degree from an American Library Association accredited school of Librarianship, and Washington State certification as a Librarian;
- A minimum of three to five years of certified librarian experience, with at least three years in a supervisory capacity; or
- Any equivalent combination of education, training or experience that demonstrates the ability to successfully perform the duties of the position.
- Evidence of strong mentoring and/or training experience.

Special Requirements:

- Washington State Librarian's Certificate
- Valid Washington State Driver's License

Physical Demands:

While performing the duties of this job, the employee is constantly using hands in conjunction with frequent finger use and typing, this typing may be repetitive up to frequently. Frequently sits and occasionally will stand and walk. Will frequently reach up to chest level with hands and arms and up to occasionally will bend. The employee will frequently lift/carry less than 10 pounds and seldom lift to 20 pounds up to maximum 35 pounds and seldom push/pull carts using light force.

Work Environment:

The job is performed indoors in a library setting and in the community. Job involves working a varied schedule, including evenings and weekends, which may change periodically. Work involves travel between libraries within a region. Encounters situations that involve behavioral issues. Position involves frequent interruptions with maximum flexibility required.

Advancement Possibilities:

- Library Regional Manager
- Other Manager or Coordinator classifications

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
Director of HR