Title: Managing Librarian II  
Dept: Public Services  
Reports to: Library Regional Manager  
Effective Date: Revised January 2019  
Job Code Number: 10301  
Grade Number: 20, Represented  
FLSA Status: Exempt  

General Position Summary:

Manage a medium or large sized community library providing effective, efficient delivery of library services consistent with KCLS standards and policy directives being responsive to local community needs and desires. Position is distinguished from Managing Librarian III by smaller magnitude and scope of resources managed, and the requirement to spend a greater proportion of time providing direct library services as opposed to management functions.

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. Select, train, schedule and supervise the work of library staff and substitutes; may recruit/hire all part time library assistant staff.
2. Assure compliance with Library policy, and Human Resource Department requirements.
3. Interpret library policies and procedures to the staff and public; resolve patron, circulation and human resource problems.
4. Conduct performance evaluations of staff; write formal evaluations, review with staff, clarify performance expectations, and initiate appropriate corrective action as required, including coaching and development.
5. Manage collection development within budget, and evaluate existing collections. Select library materials for purchase from system developed lists based on knowledge of community interests. Evaluate and maintain the collection.
6. Assist patrons in the use of library collections through reference interviews, reference and literature searches and instruction in the use of catalogs, indexes, files, and appropriate reference materials.
7. Perform administrative record keeping and reporting, including financial and activity reports, and timesheets. Submit budget request on an annual basis.
8. Assure that the library facility and equipment are in good working order. Resolve or report maintenance problems. Perform opening and closing duties. Maintain adequate supplies.
9. Establish ongoing contacts with the Library Board, Friends of the Library, local civic groups, community organizations, and other community groups. Ensure outreach activities to schools are provided. Locate program presenters, schedule and coordinate publicity with the community relations office.

Secondary Duties:
1. Perform library collection maintenance tasks such as shelving, weeding, etc. on an occasional basis.
2. Work at the circulation desks checking out materials.
3. Attend and actively participate in various committee meetings
4. Participate in professional associations.
5. Act as liaison for literary, senior or other special services.
6. Perform 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.

Communicates Effectively
Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.
Decision Quality
Makes decisions and solves problems, can deal adeptly with varied levels of complexity, ambiguity, and risk; takes responsibility and accepts ownership for decisions regardless of outcome. Responds promptly and appropriately in crises situations.

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

Education/Experience:

- Masters of Library Science degree from an American Library Association accredited school of Librarianship and Washington State certification as a Librarian.
- Two to four years of certified librarian experience required, with KCLS experience preferred.

SPECIAL REQUIREMENTS

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 occasionally. 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, occasionally lift to 20 pounds and seldom up to 35 pounds and will occasionally push/pull carts using light force.

WORK ENVIRONMENT

The job is performed in doors in a library setting, and includes frequent work at a PC monitor and extensive close work. Extended periods of standing are occasionally required. There may be some exposure to angry or hostile individuals.

Advancement Possibilities:
Managing Librarian III

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