KING COUNTY LIBRARY SYSTEM
Job Description

Title: Managing Librarian
Dept: Public Services
Job Code Number: 10300
Reports to: Region Manager
Grade Number: 20, Represented
Effective Date: Revised November 2018
FLSA Status: Exempt

General Position Summary:

Report to the Region Manager and participates on the Region Management Team. Provide managerial and supervisory support to ensure effective, efficient delivery of library services consistent with KCLS standards and policy directives, while being responsive to local community needs and desires. Oversee assigned library facility and staff, schedule staff and handle site specific issues along with region and system-wide coordination and support. Provide professional library services. 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. Responsible as librarian-in-charge of assigned facility/s and/or services in coordination with Region Management Team.
2. Interpret library policies and procedures to the staff and public; resolve patron, circulation and human resource problems referring major issues to the Region Manager.
3. Select, train, schedule and supervise assigned library staff, substitutes and volunteers.
4. Assure that the library facility and equipment are in good working order. Resolve or report maintenance problems.
5. Provide region liaison functions, as assigned, such as community liaison, collection development, reference, etc.
6. Participate in the employment pool selection process.
7. Assist patrons in the use of library collections and materials.
8. Perform administrative record keeping and reporting, as assigned.
9. Assist in the development of annual goals and in the preparation of the library’s operating budget.

Secondary Duties:

1. Attend and participate in committee meetings, workshops and conferences.
2. 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.

SPECIAL REQUIREMENTS

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 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

Job is performed in doors and 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:
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