LIBRARY DIVISION MANAGER

DEFINITION OF WORK

Employees serve as a division manager in the library headquarters providing administrative, technical, and professional oversight for the Collections Development & Infrastructure Division or the Marketing and Communications Division. Employees perform complex and advanced professional library work in organizing, planning, and directing collection development and infrastructure to include Technical services, Computer Services, and Facilities work units; or plan and direct the marketing and communications strategies to meet the needs of Youth Services, adult coordinated programming, and library staff development and training. Employees serve on the Library Director's management team, other related councils, committees, and task forces. Employees may supervise five or more employees and, in the absence of the Deputy Director or Library Director, may manage the activities of the entire library. Employees receive general supervision and guidance from the Deputy Library Director and/or the Library Director.

EXAMPLES OF WORK

Employees verify installation or upgrading of technology within the library system. Provide oversight of the facilities maintenance activities to include custodial and maintenance projects; ensure completion of renovations and repair projects. Oversee library's courier service. Supervise and coordinate activities of Technical Services Section to ensure efficient and timely cataloging, processing, and delivery of materials. Coordinate collection management activities for the library system including selection, de-selection of print, non-print, and electronic materials. Allocate funds for materials and monitors flow of funding. Ensure effective internal and external communications strategy for the library system. Evaluate effectiveness of system communications; make recommendations to the Library Director on marketing and communications projects. Lead adult programming team to accomplish goals and objectives of the library's long-range plan. Maintain effective working relationships with the media. Write and edit press releases, feature articles, reports, procedures, advertisements, and web site content. Write and/or collaborate in grant writing to enhance library operations and services to the community. Employees oversee youth services and system training activities. Employees perform related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Master's degree in Library Science and five years of professional public library experience to include three years of supervisory experience in a public library; or in the Marketing/ Communications manager role, a master's degree in marketing, mass communications, public relations, or related field and five years of work experience in a public library, government, or not-for-profit agency, to include three years of supervisory experience; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Thorough knowledge of principles, practices, and methods of public services in modern public libraries, including thorough knowledge of principles and methods of supervision; extensive knowledge of collection development principles and practices in a public library setting. Knowledge of public library automation systems and technology. Ability to interpret and explain an extensive variety of data and information with abstract and concrete variables; ability to analyze statistical data

ability to identify problems, recommend solutions, and administer library policies and procedures. Ability to manage project timelines, resources, and staff with little direction; ability to work under pressure and meet deadlines; ability to work as a team leader or member; ability to express ideas effectively, orally and in writing; and an ability to maintain effective relationships with staff, customers and the community.

SPECIAL REQUIREMENTS

Requires North Carolina Public Librarian Certification within 18 months of employment. Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Work is performed in an office environment. Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

PHYSICAL REQUIREMENTS

Must be able to exert some physical effort, typically involving some combination of reaching, standing, and walking.
Must be able to lift, carry, push, and/or pull objects and materials of moderate weight up to 20 pounds.
Must be able to perform coordinated movements such as operating office equipment and keyboarding.
Some tasks require visual perception and discrimination.
Some tasks require oral communications.

Cumberland County
July 2012