**Job Description**

Position Title: Manager / Reference Manager

Classification: 12

Supervisor Title: Executive Director

FLSA Status: Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to work pleasantly and effectively with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to communicate clearly.
4. Ability to use various technologies to complete work.
5. Ability to follow library policies and procedures.
6. Ability to work independently and productively.
7. Ability to understand, practice and demonstrate the library’s Standards of Excellence for Public Service.

## POSITION SUMMARY

Under the supervision of the Executive Director, the Reference Manager is responsible for the organization and administration of the Reference Department, including collection management, reference and information services, readers’ advisory, programming, and operating procedures.

## REQUIREMENTS FOR THIS POSITION

1. Ability to work with colleagues in other departments cooperatively, productively, and positively.
2. Excellent communication skills, both written and oral. Ability to communicate with patrons of all ages.
3. Comprehensive knowledge of current library philosophy, trends and practices.
4. Knowledge of budget preparation, administration, and supervisory methods and techniques.
5. Ability to lead and motivate staff.
6. Ability to foster and facilitate staff’s professional development.
7. Thorough knowledge of reference, non-fiction resources and technology.

## EDUCATION/EXPERIENCE REQUIRED

1. Masters of Library and Information Science from an ALA accredited library school.
2. Five years professional experience in a public library, including three years at supervisory level.
3. Experience in collection management.
4. Working knowledge of non-fiction, databases and necessary technology.
5. Intermediate computer skills and familiarity with integrated library systems.

## ESSENTIAL FUNCTIONS

1. Hires, trains, schedules, supervises and evaluates staff: coordinating and monitoring work flow to determine short and long range staffing needs; scheduling staff to adequately meet patron needs; and conducting department meetings on a regular basis.
2. Coordinates collection management: overseeing and participating in materials selection, weeding; allocating materials budget; and establishing long range goals to strengthen specific areas.
3. Coordinates department services and procedures: coordinating a variety of informational and recreational programs; developing and implementing evaluation procedures for programs and services; developing ways to promote the use of the collection; and developing/updating department procedure manual.
4. Prepares and maintains departmental records, statistics and reports: preparing a monthly report; preparing an annual budget proposal which includes personnel, library materials, equipment, programs and supplies.
5. Serves as Librarian in Charge by interpreting and implementing library policy and working closely with the security monitor to resolve issues.
6. Attends department managers and all staff meetings: providing input to the solution of interdepartmental problems; informing other department managers, the assistant director and the director of changes in departmental personnel and procedures; serving as a liaison between other managerial staff and department staff.
7. Contributes to long and short range planning and goal setting processes for the entire library.
8. Participates in appropriate local, state and national professional organizations.
9. Participates in appropriate continuing education activities: maintaining an awareness of current trends and issues in library practices, technology and philosophy; and developing and maintaining managerial and leadership skills.
10. Performs an interactive role in the conduct of reference, readers’ advisory, and programming services in the department.
11. Ensures adequate promotion of department programs and services.
12. Participates in relevant training, continuing education and/or professional
development.
13. Performs other duties as assigned.

## PHYSICAL REQUIREMENTS

1. Frequent sitting, some walking.
2. Lifting 35 lbs., bending, stooping, climbing, pushing, pulling up to 75 lbs., reaching, handling, and fine manipulation skills.
3. Vision: near and far.
4. Speaking and hearing.