

FULTON COUNTY, GEORGIA

CLASS SPECIFICATION

CLASS TITLE: Librarian, Manager

CLASS CODE:	EEO CODE:	SALARY RANGE:	FLSA STATUS:	PHYSICAL PROFILE:	TEST CATEGORY:
202358	B	D62	Exempt	#2	B

JOB SUMMARY: Incumbent in this class is responsible for developing strategic plans for library services, including approving branch and departmental library budgets.

DISTINGUISHING CHARACTERISTICS: Librarian, Manager is distinguished from Librarian, Principal in that the former oversees the activities of multiple branch libraries or departments, whereas the latter manages a single branch library or Central Library department as assigned.

ESSENTIAL DUTIES: (This list is a representative sample: position assignments may vary.)

- Defines services to be provided by the library system and develops strategic plans for multiple departments.
- Provides administrative oversight for multiple branch libraries and/or Central Library departments.
- Supervises Principal and Senior Librarians and assigned staff, including designing and approving work standards; evaluating employee performance; and hiring, disciplining, and terminating assigned staff as required.
- Plans, designs, and conducts staff development workshops and training programs and oversees the development of training materials.
- Recommends system-wide policies and procedures as required.
- Develops and maintains assigned program budgets and allocates budget resources among multiple library collections, programs, or branches.
- Establishes funding for library programs through grant writing and/or direct solicitation of sponsors.
- Performs administrative liaison duties for system-wide committees and/or task forces.
- Establishes plans for marketing library services.
- Conducts studies analyzing the quality of services and level of efficiency provided by the library system; develops reports and administers projects to address service delivery.
- Establishes and maintains viable relationships with community agencies and institutions; develops partnerships to enhance library system awareness and promote services.

KNOWLEDGE: (position requirements at entry):

Knowledge of:

- Principles and practices of library science;
- Principles and practices of management and supervision;
- Library system organization;
- Methods and techniques used to establish funding for library programs, including writing grants;
- Personal computers and related software;
- Online library reference databases;
- Library system policies and procedures.

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SKILLS: (position requirements at entry):

Skills in:

- Developing long-range strategic plans;
- Marketing library services;
- Managing and supervising assigned staff;
- Developing goals and objectives;
- Developing and managing budgets;
- Using statistical methods to develop reports;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and reference information retrieval software;
- Accessing automated reference databases;
- Resolving technical problems related to area of assignment;
- Conducting effective community outreach;
- Writing grants;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

EXPERIENCE AND TRAINING: (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Master's degree in library science from a college or university accredited by the American Library Association (ALA), and five (5) years experience working as a library branch manager or manager of a library support service, including three (3) years supervisory experience.

LICENSING REQUIREMENTS: (position requirements at entry):

- Certification as a Professional Librarian issued by the State of Georgia.

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PHYSICAL REQUIREMENTS:

Positions in this class typically require standing, walking, fingering, grasping, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Physical Profile:

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

Classification History: Draft revised by Fulton County Personnel 5/16/01.