

STEPHENS COUNTY LIBRARY MANAGER

GENERAL DESCRIPTION OF THE POSITION

Persons in this position generally perform duties of a high level within established procedures and techniques, but requiring judgment and subject knowledge represented by a four-year college education. The Manager works independently with some supervision by the Regional Director. The Manager has full responsibility for the Stephens County Public Library Program, and in that capacity must consistently display a professional demeanor and appearance. Persons filling this position are hired by and report to the Stephens County Library Board and the Regional Director.

GENERAL EDUCATIONAL AND EXPERIENCE REQUIREMENTS

Persons filling this position must have an undergraduate degree, or a combination of training and experience equivalent to an undergraduate degree. At least 3 years experience in a public library or in a similar supervisory position is preferred.

GENERAL SKILL AND KNOWLEDGE REQUIREMENTS

Persons filling this position must have: good record keeping skills; supervisory abilities; the ability to establish and maintain strong working relationships with the public, other employees, and funding agencies; knowledge of the principles, methods, and practices of modern library administration; familiarity with reference materials and resources; ability to analyze professional and administrative issues and take appropriate action as necessary; creativity and professionalism in all matters relating to the library; good knowledge about library materials and authors; public relations abilities; the ability to gather extensive knowledge of community needs and interests in relation to library services; a high level of computer knowledge and skills; minimal keyboarding skills of at least 35 wpm; and the ability to carry out administrative details independently and to conduct correspondence without review;.

RESPONSIBILITIES

- To administer operations and activities of the Stephens County Library Program, including staff scheduling and supervision, security, building and equipment maintenance, programming and public relations;
- To plan, organize, and direct the overall program for the Stephens County Library;
- To prepare the operating budget subject to approval by the Stephens County and the Regional Boards;
- Preparation of state, federal, and local statistics, reports, budgets, etc. as required by the Stephens County Board of Commissioners, the Stephens

- County Board of Trustees, the Northeast Georgia Regional Board of Trustees, the Regional System Office, or the State of Georgia;
- To perform liaison duties with other libraries, community groups, the Northeast Georgia Regional Library System, and state, county and municipal officials;
 - To plan, organize, and administer policies and procedures governing library services;
 - To oversee the planning and organization of new activities;
 - To oversee the selection of materials, with the Assistance of the Regional Staff;
 - To select, supervise, and evaluate employees;
 - To develop special training activities as necessary;
 - To conduct staff conferences and meetings as necessary;
 - To represent the Stephens County Library Program at conferences and meetings with municipal, county, state and federal officials as necessary;
 - To stay abreast of library trends;
 - To formulate long range objectives;
 - To attend meetings of the Stephens County Library Board to report and advise on finances, activities, and other matters concerning the library;
 - To serve as the Civil Rights Compliance Officer for the Stephens County Library Program;
 - To confer with the Regional Director as needed;
 - To maintain a close working relationship with the Director and to represent the library system's philosophy of governance and service to the staff and public;
 - To render fair and objective decisions based on fact that reflect the total picture of library services without showing partiality to the needs of any specific library or staff member;
 - Anything additional which may be assigned by the Stephens County Library Board or by the Regional Director.

Work is performed independently with responsibility for making final determinations in accordance with established general policies and is reviewed by the Stephens County Library Board of Trustees and the Regional Director through reports, conferences and an annual evaluation. A professional demeanor and appearance must be maintained at all times.