



CLASS SPECIFICATION

Class Title: Library Site Manager
Department: Library
FLSA: Exempt

Class Code: 4428
Grade: 19
Eff. Date: 03/11/2003
Revised: 06/14/2024

GENERAL PURPOSE

Under the general supervision of a Branch Manager, Deputy Director or Director, performs professional and supervisory duties in managing the daily operations of a branch library including reference and circulation functions.

EXAMPLE OF DUTIES

Supervises branch staff, both clerical and reference staff; recommends individuals for hire; schedules, assigns, and monitors work; conducts performance appraisals in compliance with County Policies and Procedures and practices; under the direction of the Branch Manager disciplines employees as necessary.

Supervises branch activities; participates in planning, developing and implementing new and in-house programs; oversees collection maintenance tasks and maintenance of circulation records and fees; applies County policy and interprets Library policy.

Provides assistance and guidance to library patrons by responding to reference questions and locating information sources; provides guidance regarding specific books and authors, electronic sources and system-wide resources.

Under the guidance and with the assistance of the Branch Manager provides budget information and recommendations as requested by the Branch Manager.

Monitors physical facility maintenance; ensures maintenance and custodial functions are completed in a satisfactory and timely manner; handles emergency situations; consults with a Branch Manager concerning maintenance matters that need immediate or timely resolution.

Assists as requested by a Branch Manager, Deputy Director, or the Director in planning and implementing services for library patrons and system services including collection development, programs and patron service evaluation.

May perform system level assignments or participate in special projects including but not limited to participation on countywide committees, capital construction projects and special ordering projects.

Applies a working knowledge of office equipment including but not limited to personal computers, copy machines, and County and Library networks.

Participates in continuing education programs such as library conferences and required and elective State, County or Library training.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.



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Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Graduation from an accredited college or university with a Bachelor's Degree plus four (4) years of full-time public library experience at a reference librarian or higher level position, two (2) years of supervisory level experience. Preference given for supervisory experience in a city or county library system.

2. **Special Qualifications:**

Must pass a criminal history background investigation.

Must furnish personal transportation for on-the-job travel.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. **Necessary Knowledge, Skills and Abilities:**

Knowledge of: supervisory practices, library-related policies and issues, library reference sources, including electronic sources, library classification and organization systems, primarily the Dewey Decimal system, and public library practices.

Skill in: using applicable computer hardware and software programs and applications.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: recommend the hiring of and conduct training for employees in compliance with all laws, policies, and procedures; supervise the work of employees in a public library setting; assign, monitor and evaluate the work of others; work with the general public in a library setting; participate in service planning and evaluation; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, employees, other agencies, library patrons and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***