

CLASSIFICATION ADDENDUM

Job Title: Library Associate Manager

Classification Specification: Associate Manager

Barg Unit: Non

Pay Grade: C51-C52

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

Management Track: Manages a division within the City Library and performs professional librarian duties; supervises staff; works cooperatively with other library managers in prioritizing assignments within the overall library system; plans, coordinates and presents training programs and activities for children, teens, and adults; assists with the preparation of budget recommendations; researches, monitors and controls expenditures related to division budget; is a member of the Library Management Team and participates in community outreach programs as assigned; selects, develops, and maintains assigned collections through selecting and evaluating materials for acquisition or removal; coordinates interlibrary loans; researches, recommends, and develops related programs, publications and materials to provide needed Library services; organizes and coordinates direct cultural programs; represents the department with the media, the public, other departments, schools, and various agencies; coordinates library programming and marketing activities in assigned area; enforces library policy and acts in the absence of the Library Director as required. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of library/information science with professional level library experience, including supervisory experience. MLS preferred.

Licensing Requirements:

- Valid Oregon driver's license at time of appointment depending on area of assignment.

Knowledge:

- Principles, procedures, and ethics of professional library work including methods, practices, and techniques of library classification, cataloging, and reference;
- Automated cataloging, bibliographical, and circulation systems, and other online database services and sources;
- Library operations, methods, and policies including standards and procedures for selecting public library materials;
- Materials and services available in public libraries

Qualifications Addendum

Skills: *(Demonstrated skill in performing the following)*

- Perform professional library tasks in areas of reference, cataloging, collection management and programming to patrons of all ages;
- Operate automated cataloging, bibliographical and circulation system databases.

Qualification For Grade Progression:

Journey Level – Knows and applies fundamental concepts, practices and procedures of a particular field of specialization; performs work that is varied and may be somewhat difficult in nature; moderate levels of evaluation, originality or ingenuity is required.

Advanced Level – Possesses and applies a broad knowledge of principles, practices and procedures of a particular field to the completion of difficult assignments; assignments are broad in nature, generally requiring a high level of ingenuity and originality; has appreciable latitude.

Physical Requirements Addendum

Light Work as defined in the classification specification.

Addendum History

Created: 2014.08
2016.04 – Revisions HR
2017.12 – Revisions HR