

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 1999**

**LIBRARY MANAGER**

**FLSA STATUS: EXEMPT – PAY GRADE: 15 – C**

**GENERAL STATEMENT OF JOB**

The Library Manager provides administrative assistance and management support functions required for the operation and maintenance of the Campus library.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Provide day-to-day training, supervision and evaluation of assigned library support personnel. Prepare forms for advertisement of open positions, assist with interviewing and recommendation for employment. Initiate and disseminate work assignments and schedules of subordinates. Conduct annual evaluations. Conduct staff meetings. Maintain personnel files.

Supervise support staff and activities associated with circulation of library materials, interlibrary loan and reserves. Advise in the solution of problems, i.e. overrides, extended loan periods, etc.

Work with library department chair, faculty and staff to develop and recommend organizational structure, personnel staffing patterns and allocation of job responsibilities for effective management of the library.

Supervise and coordinate work activities involved in the selection of cataloged library materials. Monitor and coordinate acquisition activities with LRTS.

Identify the need for and recommend the number of student workers needed in the library. Interview, hire, train, supervise and evaluate student workers.

Manage office supplies. Supervise and coordinate inventory of equipment. Maintain supply inventory, coordinate supply ordering, receiving, sign invoices and receiving reports, control and distribute supplies.

Monitor department budget.

Perform appropriate public services as needed. Assist patrons in the use of computerized databases, on-line catalogs, word processors, microfilm reader/printers and other library resources and equipment.

Oversees special projects assigned by the department chair. Assist in the preparation of department reports. Pursues professional development opportunities designed to improve job skills.

Serve on campus and collegewide committees and task forces as appropriate.

**SUPERVISION RECEIVED**

Supervision is received from the Director of Administrative and Library Services.

**SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

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### **MINIMUM QUALIFICATIONS**

Requires an associate's degree from an accredited institution and four (4) years of general office or business experience with two (2) years of supervisory experience.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

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**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).