



THE CITY OF SANTA FE

Library Section Manager

FLSA Status: *Exempt*

Union Status: *Non Union*

Salary Range: 16 (\$26,186 - \$39,280)

General Definition of Work

Manages, supervises, and oversees operations in a library section within the Library System.

Supervision Received

Works under the general guidance and direction of Library Services Director.

Supervision Exercised

Provides close to general supervision to staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. A position may not include all of the duties listed and the listed examples are not an exhaustive list of the duties that may be found in a position of this class.

Essential Functions

- Oversees and manages a section within the Library System (Library Programs, Circulation, Reference, etc.).
- Assists in the development of library section policies; develops and implements procedures; communicates policies to staff and patrons.
- Provides assistance to the public and staff on the use of reference sources, including computer catalog and indices and on-line resources. Stays current on new informational resources.
- Works on the reference desk answering questions and instructing patrons in the use of library resources using a variety of tools such as on-line services, print materials, computer catalog, CD-Rom products, etc. Interprets and enforces library rules and policies.
- Trains patrons in library use and reference tools.
- Oversees physical conditions of building and equipment in area of assignment.
- May be assigned to work in one or more sections of the Library system.
- Reviews, develops, and/or modifies work plans, methods, and procedures, determines work priorities, develops work schedules to provide adequate staff coverage, and approves leave and timesheets. Provides work instruction, assists employees with difficult and/or unusual assignments, and encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.
- Conducts hiring interviews and selects candidate(s) for job opening(s).
- Resolves problems, mediates conflicts encountered during daily operations, determines appropriate solutions, and promotes teamwork. Encourages regular communication and informs staff of relevant business issues and their impact on the organization.
- Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.
- Ensures quality, effectiveness, and efficiency of unit activities and safety measures.
- Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

- Develops and manages the budget for the work function(s) and allocates funds within the budget to accomplish objectives. Ensures procurement, contractual, and financial activities are compliant with the City's finance, accounting, and procurement policies and procedures.

Additional essential functions for assignment in Collection Management

- Evaluates collection; makes decisions on discarding materials from the circulating collection; manages the arrangement of the circulating collection; makes selections of new materials; processes patron requests for materials; manages gifts to the collection. Selects and orders appropriate supplies within the budget.
- Researches and requests bids and provides follow up for furniture, equipment and maintenance functions.

Additional essential functions for assignment in Reference Services

- Selects current reference tools and replaces outdated sources; keeps reference tools current with local information; learns and updates automated technology and informs and instructs other reference desk staff members.
- Reviews professional literature for reference purchases; manages the discarding of reference materials, orders replacements; reviews and evaluates automated products and other reference tools for purchase.
- Oversees Inter-library loan services.

Additional essential functions for assignment in Youth Services

- Coordinates the activities of the youth services staff throughout the system. Plans, publicizes, and Implements youth and family programming year round, including the Santa Fe Festival of the Book.
- Plans youth programming for Works in partnership with other public and private agencies in the city to provide literacy activities.
- Prepares funding requests and final reports. Establishes policies and procedures for the youth services system-wide.
- Oversees the selection of age/developmentally appropriate books for the children's and young adult section. Provides reader's advisory and reference, and educational services for adults, children, and young adults.

Additional essential functions for assignment in Circulation

- May serve on the automation committee.
- Participates in overall technology planning and PC support.
- Researches and recommends new technology to better serve the public and staff.

Additional essential functions for assignment in Programs

- Manage, direct and organize activities of library programs system-wide, including community outreach and services including literacy and program for all ages.
- Assess long term library service needs and interests of the community.
- Manage the development of programs, resources, and systems to meet these needs, including the identification, submittal, supervision and administration of grant programs.
- Collaborates with other department managers and librarians to support centralized Library programs.
- Acts as a liaison to maintain awareness of community events, interests and needs, which avail themselves to current or potential library services and programs; attends community meetings to stimulate interest in the Library.
- Coordinates all marketing, publicity and partnership initiatives for Library programs.
- Tracks and analyzes program data and statistics; creates financial, statistical and narrative reports on Library programs. Makes presentations to library staff, the Library Advisory Boards and other groups.
- Participates in the development of programming budgets. Develops projections for future needs in resources and staff to meet goals and objectives.
- Acts as Liaison to the Friends of the Library in conjunction with the Library Division Director.
- Assists with Library Reference Services and provides support to the Branch Manager as needed.
- Oversees the Program Committee and Youth Services Committee.

Knowledge, Skills, and Abilities

- Leadership skills including the ability to plan, implement and influence others.
- Knowledge of professional library principles, methods and practices.
- Current knowledge of trends in libraries.
- Excellent communication skills necessary to establish and maintain good working relationships with library staff and customers; able to communicate well with people of all ages, demographics, ethnic backgrounds and ability levels.
- Problem solving skills with the ability to ease tense situations. Supervisory skills including scheduling work and managing performance.
- Strong computer skills with the ability to quickly learn and use a variety of computer equipment /programs, digital devices, e-resources and new technologies.
- Ability to provide efficient, courteous public service and present a positive image of the library in attitude, appearance, and performance of duties.
- Ability to apply policies and use independent judgment within procedural boundaries.
- Ability to function under flexible and changing conditions.
- Ability to type is required.
- Ability to present information clearly concisely, orally and in writing.
- Ability to establish effective working relationships with associates and the public.

Education Requirement

Bachelor's Degree.

Experience Requirement

Four (4) years of work experience in assigned area or Master's Degree in Library Science (MLS) plus two (2) years of professional library experience in circulation, reference or youth services, or collection management. Must have supervisory experience totaling one (1) year. Previous experience working with the public and general knowledge of computers is required.

Education and Experience Equivalency

An equivalent combination of education and experience.

Special Requirements

Must have knowledge of general office equipment including personal computers, photocopy machines, facsimile machines, etc.

Physical Requirements

- Position involves standing, walking, sitting, carrying, pulling, climbing, stooping, kneeling, crawling, crouching, reaching, and handling.
- Must be able to lift and/or move 20 pounds.

Working Environment

- Work is performed in an office environment with quiet to moderate level of noise.
- Must be able to speak, hear and have good visual acuity including close, distance, peripheral, depth and color vision.
- May be required to work evening and weekends.
- May be required to respond to emergency calls during and outside regular library hours.

EEO/ADA Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Veterans' Hiring Initiative

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans with an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veterans' Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status for the position in which applying for.

Applications must be submitted online at: <https://santafenm.munisselfservice.com/employmentopportunities/>

Resumes will not be accepted in lieu of the city application form, unless the position status is at-will. When required of the position, high school diploma/GED, college degree(s), certification(s), or license(s) must be attached at the time of submission of the application. Each applicant is considered only for the current vacancy indicated on the application submitted. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. Incomplete applications will not be considered. Applications become public record upon receipt and may be made available for public inspection upon request. Pre-placement physical exams, and drug and alcohol screenings are required for some positions.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position. This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.