

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** LIBRARY MANAGER

**TITLE #:** 1396

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position serving as head of a library chartered to serve a population from 2500 - 7499. The work involves simple library functions and is performed under general supervision in accordance with library policies determined by the Library Board. Direct supervision is exercised over library personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Acts as technical advisor to the Library Board, recommending needed policies for Board action;

Selects materials for acquisitions using standard review sources and library system aids;

Performs simple informational, reference and referral services and directs complex questions to the central library system;

Conducts library programs on subjects of community interest;

Recommends changes or additions in library services to the Board;

Administers personnel policies established by the Board;

Prepares preliminary budget estimates for Board approval;

Recommends appointments, promotions and disciplinary actions to the Board;

Attends library system workshops and professional meetings;

Represents the library at community and group meetings;

Attends all Board meetings and Executive sessions upon request of the Board;

Files all necessary documents annually for State aid in the interest of the Library.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of library services and procedures; working knowledge of library materials and their use; ability to apply computer technology to library operations; ability to carry out library policies and procedures; ability to train library staff; ability to plan, coordinate and supervise the work of others; ability to exercise leadership and motivate others; ability to establish effective working relationships with community organizations; ability to communicate effectively both orally and in writing; skill and accuracy in the performance of technical library tasks; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS: Either:**

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with Master's Degree in Library Science; OR;
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree and two (2) years of paid library experience in a clerical or technical capacity.

**JURISDICTIONAL CLASSIFICATION:** Competitive

REVISED: 7/9/07 ms