

***All Applications are accepted in the Human Resources Department, 205 Hanchey Road, Wauchula, FL 33873, Phone:(863) 773-2161. Position is open until filled.**

JOB OPENING

LIBRARY SERVICES MANAGER

Grade 29: \$45,810.72 (\$22.02/hr.) - \$63,150.58 (\$30.36/hr.)

DEPARTMENT: LIBRARY

DIVISION: MANAGEMENT & BUDGET & GENERAL SERVICES

GENERAL DESCRIPTION:

This is highly responsible professional work managing and coordinating all library activities. Work is performed under the general direction of the Director of Management & Budget & General Services.

ESSENTIAL JOB FUNCTIONS:

1. Plans, organizes, evaluates and manages departmental policies, programs and operations for library services.
2. Plans and coordinates such activities as collection development, programming, outreach, and in-service training.
3. Supervises, trains and evaluates a professional and clerical staff engaged in circulation of materials, reader's advisory services, programming, public relations, and the acquisition and cataloging of materials.
4. Determines goals and objectives; drafts policies and procedures.
5. Manages, coordinates and monitors the implementation of County and departmental regulations relating to all personnel actions.
6. Prepares and maintains library budget.
7. Selects and purchases library materials, equipment and books.
8. Recruits, trains and coordinates volunteers.
9. Prepares reports and maintain records.
10. Deals with public on a daily basis.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and methods of library science, development and administration. Knowledge of library materials. Knowledge of community organization and public affairs. Ability to plan, organize and manage library programs and activities. Ability to interpret community interests and needs as they relate to library services. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with other employees and public community groups. Ability to analyze facts and exercise judgment in decision making.

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CUSTODIAN

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EDUCATION AND EXPERIENCE:

Possession of a two (2) year degree from an accredited college or university with emphasis in Library Science or related field is desirable, but may be substituted for by proof of completion of the equivalent of one (1) year creditable college experience and appropriate practical work experience in the Library system. Five (5) years' experience in multi-service library with at least some responsible administrative and supervisory experience in an administrative capacity. A comparable amount of training or experience working with children and young adults in a library or education setting may be substituted.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without corrections).
- Acceptable hearing (with or without corrections).
- Ability to communicate effectively both orally and in writing.
- Light (up to 15 pounds) lifting and carrying.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Approved by BOCC 7/07/2016