

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT POSITION

**LIBRARY SERVICES MANAGER**

**THE POSITION**

Under the general direction of the Community Services Director, oversees operational activities of the division; assists and participates in planning, organizing, directing and coordinating the activities, services, and programs of the Library; and provides technical and responsible professional staff assistance.

**EXAMPLES OF DUTIES**

Direct, supervise, and coordinate Branch Operations and User Support Services for the system including Library Collections Support, and system-wide Circulation Services; ensure effective functioning of the integrated Library system that serves the City of Daly City. Participate in the implementation of goals, objectives, policies, and priorities for the City Library including public services, technical support, and administration; administer policies and procedures; recommend technological enhancements to provide better service to public and staff efficiency. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures including branch operations and technological enhancements; assess and monitor work load, identify opportunities for improvement and review with the Community Services Director and Assistant to the Director; implement improvements. Participate in selecting, training, motivating, and evaluating Library personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. Attend and participate in professional group meetings as available; maintain system wide awareness of new trends and developments in the field of library science; incorporate new developments as appropriate. Identify and apply for approved grant opportunities; oversee library programs. Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Operational characteristics, services, and activities of various library program areas; organizational practices as applied to the analysis and evaluation of programs, policies, and operational needs; principles and practices of program development and administration; principles and practices of library organization, system development, and service delivery; advanced principles and practices of library science including collection development principles and strategies and cataloging and classification systems; library software systems as applied to library activities; organizational practices as applied to joint programming; customer service, public

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relations, and outreach methods and techniques; community needs and interests and their relationship to library materials and services; principles and practices of municipal budget preparation and administration; principles of supervision, training, and performance evaluation; pertinent federal, state, and local laws, codes, and regulations.

**Ability to:** Participate in the management of a comprehensive library program; direct, oversee, and coordinate assigned services and activities including Branch Operations and User Support Services for the Daly City Library; oversee, direct, schedule, and coordinate the work of assigned staff; select, supervise, train, and evaluate staff; participate in the administration of goals, objectives, and procedures for providing effective and efficient library services; elicit community and organizational support for library programs; analyze, assess, and address community needs related to the library services and recommend plans for modifying or extending library services, programs, and activities to meet community needs and requirements; prepare clear and concise administrative and financial reports; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research, analyze and evaluate new service delivery methods, procedures, and techniques; interpret and apply federal, state, and local policies, procedures, laws, and regulations; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, attend work and perform duties on a regular and consistent basis.

**Experience:** Five years of increasingly responsible professional experience in a public library system. Two years of supervisory responsibility preferred.

**Education:** Possession of a Master's degree in Library Science from an American Library Association accredited college or university.

**License:** Possession of a valid Class C California Driver's License.