



## CLASS SPECIFICATION

Class Code: 60005024  
Date Established: 07/1973  
Last Reviewed: 06/2018  
Last Revised: 03/2025  
Last Title Change: 03/2025  
FLSA: exempt  
Probation: 12 months

### LIBRARY BRANCH MANAGER

#### **DEFINITION**

Under general direction, manages, organizes, coordinates, and evaluates all aspects of a full-service library branch; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Three years of professional library experience AND a master's degree in library science or library information science from an American Library Association accredited college or university; OR five years of professional library experience AND a master's degree from an accredited college or university in any discipline; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

#### **SUPERVISION EXERCISED**

Exercises direct supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Manage library branch operations to include developing, implementing, and evaluating goals for the branch; developing policies and procedures; and ensuring the effective delivery of services provided to library patrons.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Coordinate physical plant maintenance for a library; identify services needed; contact vendors or other county departments to perform necessary work.

Assist the public with library transactions and information requests using all available resources.

Plan, publicize, conduct and evaluate various programs on a variety of topics for all generations by coordinating programs and activities with other organizations.

Develop and maintain statistical data and records, preparing summary reports to keep library senior management aware of patron usage and needs.

Assist with the development, maintenance, organization, cataloging and classification of the library collection using current professional standards.

Prepare and justify budget requests related to the assigned area of responsibility.

Participate in grant planning; monitor and implement grants; assure proper compliance with terms and provisions; coordinate grant reporting processes and prepare and submit required grant performance reports to granting agencies.

Participate in senior management team meetings to plan and implement the goals, objectives and direction of the library's policies and services and provide input for strategic planning.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance Level** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Washoe County and Washoe County Library System policies, procedures, methods and terminology.

Countywide personnel policies such as sexual harassment, discrimination, ADA, and EEO.

Washoe County facility maintenance practices and procedures as applicable to branch operations.

Pertinent federal, state and local policies, procedures, laws and regulations.

Principles and practices of budget preparation and administration.

Principles and practices of grant writing, project planning, and administration.

### **Ability to:**

Organize, direct and implement all activities of a full-service branch library.

Supervise personnel, including training, assigning, and reviewing work, administering discipline and conducting performance evaluations.

Assist in preparing and administering a budget.

Operate specialized software and library computer equipment utilizing various library computer procedures.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

### **Knowledge of:**

American Library Association philosophy, practices, procedures and techniques.

Advanced methods and techniques of modern public library services.

Theories and practice of reference service, including basic reference sources.

Principles and practices of collection development and maintenance.

Principles of library cataloging and classification.

Principles of intellectual freedom and the Library Bill of Rights.

Principles and practices of effective supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation, and discipline.

Community relations development methods and techniques.

Methods and techniques of public speaking.

Current computer/mobile technologies including the internet, social media, and online database searching.

Modern office methods, practices, and procedures.

**Ability to:**

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Exercise sound judgment; demonstrate initiative and effective problem-solving skills when making decisions.

Interpret and apply applicable federal, state and local policies, procedures, laws and regulations.

Interact effectively with a variety of individuals from diverse socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.

Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster effective and positive working relationships with all those contacted in the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Using approved safety standards, ability to lift, push, pull and move objects weighing up to 50 lbs. Corrected hearing and vision to normal range. Ability to work under conditions involving exposure to dust and odors. Ability to use audio/visual equipment, office equipment including computers, telephones, calculators, copiers, mobile devices, and FAX machine. Ability to use necessary chemicals. Work is performed in a public service environment with continuous contact with other staff and the public.

Must be willing to work a varied schedule, which may change periodically, including evenings and weekends; may work at other libraries as needed.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*