Job Classification Specification

Library and Museum Manager

Position Summary

This is the first level of Library and Museum management series. Responsible for overseeing the daily operations of one or more closely related library or museum operations or service areas. Position at this level may have a portion of time spent on performing individual tasks related to the department; however supervisory activities must be the primary job function.

Supervises three or more technical and/or professional library/museum staff.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Provides day-to-day management oversight to one or more closely related library or museum operations processing or service areas.

Participates in the strategic planning process. Provides recommendations to senior management on developing, implementing, and revising library or museum programs.

Determines and aligns staff work plans and goals with the overall strategies established for the department.

Initiates, defines and manages projects to enhance and expend current library or library services or programs. Manages projects and workflow to ensure project goals and deadlines are met.

Provides consultation and training to departments and communities regarding effectively utilizing library or museums services and resources.

Serves as the functional and technical lead on resolving complex system and/or process issues.

Proposes annual budgets for the assigned unit and approves expenditures within assigned budget.

Supervises three or more technical and/or professional library or museum staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained;
ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, promotion, reward, termination, and disciplinary decisions.

**Operational Role**

Modifies practices and procedures to improve efficiency and quality; searches for better ways to effectively achieve end results by, for example, scheduling work steps, arranging/rearranging the way work is generally performed, and adding or deleting elements of processes as necessary.

**Scope of Measurable Impact**

Actions tend to affect a department or critical project outcomes; performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, and resource allocation/effectiveness.

**Independence and Decision-Making**

Typically works under general supervision but has the discretion to make daily operational decisions; given understanding of best practices and the way similar units run elsewhere, is able to convincingly recommend capital and process improvements to the area.

**Complexity and Problem Solving**

Problems cannot be identified and resolved in simple cause-effect terms; rather, problems require integrative solutions such as how technologies, processes, resources, and people all fit together in order to sustain productivity -- understands the smallest details of a circumscribed area.

**Required Qualifications**

Bachelor’s degree and 7 or more years of related experience to include some supervisory experience.

Effective 1/2/14