

Yakima Valley Libraries Regional Library Manager FLSA: Non-Exempt

Job Purpose and Summary

The Regional Library Manager is responsible for planning, managing, and evaluating public service delivery in a region, ensuring optimal library operations and services that are responsive to community needs. Develops adept, collaborative, and resilient team in assigned region; actively manages individual and team performance. Builds and maintains strong and collaborative relationships with colleagues across YVL, serving as the primary liaison between library management team and library staff in assigned region and demonstrates good stewardship of library resources under the guidance of the Public Library Services Director. Contributes to the development of the Library's strategic direction; develops and executes plans, which advance YVL's strategic goals. Cultivates a strategic, anticipatory mindset in responding to complex issues in a changing environment.

Supervision Received and Exercised

Receives support and general direction from Public Library Services Director. Exercises direct supervision of staff and volunteers within the assigned region.

Essential Duties and Responsibilities

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

- Provide necessary support, guidance and leadership to employees within assigned region
- Manage and improve library operations, programs, services, and facilities
- Oversee management of region library staff, including quality of staff selection, orientation, scheduling, work assignments, professional development and performance
- Participate in the creation and communication of the vision and strategic priorities of the library
- Collaborate with YVL managers/directors to launch new initiatives, resolve staff and operational issues, and develop regional service plans that align with strategic priorities
- In collaboration with Strategic Partnerships and Community Engagement and Impact Manager, build and maintain strong relationships with organizations within assigned region

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- In collaboration with Public Services Manager, ensure training and development of staff to optimize service delivery
- Plan and monitor assigned budgets
Ensure that facilities are safe, welcoming, and healthy for staff and patrons
- Assists in the direction of and provides reference and readers' advisory services
- In collaboration with Collection Development & Circulation Manager, oversee the maintenance of the collection of library materials to meet needs of library customers. Accomplishes regular rotations and weeding of collection in accordance with established policies and procedures
- Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints
- Under direction of Public Library Services Director and Business Services Director: assists in the resolution of a wide range of routine and non-routine personnel issues and difficult situations; assists in the implementation of discipline and termination procedures in coordination with the appropriate management staff
- Supervises and provides oversight to assigned personnel to ensure that community library services and collections meet objectives of the strategic plan.
- Along with Public Library Services Director and Library Management Team, develops region objectives, monitors progress, and adjusts work plans as appropriate
- In collaboration with Program Librarian oversees overall programming efforts within assigned region and ensures they align with YVL's strategic plan
- Works with region employees and others within library system to develop, conduct, and support programming
- In cooperation with Public Library Services Director, evaluates operations and activities of the region; recommends improvements and modifications; prepares various reports on operations and activities
- Coordinates and plans with the IT Manager and Public Services Manager on any technology changes that pertain to assigned region.
- Coordinates and plans with the Facilities Manager and Public Services Manager on any facility changes that pertain to assigned region
- Assists in ensuring compliance with all applicable Federal, State, and Local laws, regulations, and ordinances as well as all Library System policies and procedures
- Attends meetings and participates in professional associations and activities as assigned
- Provide direct assistance to patrons with basic information regarding use of library materials, equipment, and services
- Maintains the integrity of confidential information
- Other Duties as Assigned

Required Qualifications

- Master's Degree in Library Science (MLS/MLIS)
- Have or obtain Washington State Professional Librarian's Certificate
- Two (2) years of library work experience
- Three (3) years of supervisory experience
- A valid Washington driver's license

Preferred Qualifications (In Addition to the Required Qualifications)

- Experience developing productive partnerships across a public institution •
- Bilingual (English/Spanish)

Knowledge of:

- Extensive knowledge and support of the ALA Core Values and Code of Ethics
- Knowledge and support of the principles of intellectual freedom
- Current public library policies, procedures, and systems
- Principles and practices of supervision
- Knowledge of principles and practices of budget preparation
- Library computer systems and applications including circulation software, the Internet, on-line databases, and email
- Theory and practice of reference service, including adult, teen and children's reference sources and electronic resources, including the Internet and database information retrieval
- Theory and practice of readers' advisory service, including ability to recommend titles to adults, teens, and children
- Effective programming for all ages
- Principles and practices of goal setting and project management
- Current office methods, equipment, practices and procedures including PC usage and familiarity with word processing, spreadsheet, other office productivity software, and other personal computer applications, emailing systems, and web based searching

Skill in:

- Using excellent interpersonal skills in a variety of situations and with a diverse library customer and staff population.
- Analyzing problems, resolving problems and dealing with unique situations.
- Using independent judgment and discretion in a wide variety of situations.
- Effective written and verbal communications, including public speaking.
- Keyboarding, word processing or entering data at a speed and accuracy level necessary for successful job performance.

Ability to:

- Gain thorough knowledge of Yakima Valley Libraries' policies, procedures and programs
- Represent Yakima Valley Libraries in a positive, responsive manner to the Library Board of Trustees, staff, public, volunteers, and supporters
- Manage all aspects of service in assigned region
- Develop and implement regional goals, objectives, programs and plans to align with YVL's strategic plan
- Supervise employees
- Analyze complex problems, evaluate alternatives, and implement changes
- Establish priorities and organize workload; manage time effectively and remain on task despite interruptions
- Plan, organize, and direct the work of self and others
Exercise initiative and independent judgment in a wide variety of situations
- Interpret community interests and needs, and plan appropriate library services
- Keep all relevant parties informed of all major issues and to recommend changes as appropriate
- Work and communicate effectively with diverse staff in order to accomplish library goals and objectives
- Operate relevant computer systems, including the integrated library system, hardware, software and office machines
- Early morning, evening and weekend work required
- Travel to and work at all libraries in the assigned region
- Obtain and maintain a valid Washington driver's license
- Attend work on a regular and dependable basis

Work Environment and Physical Demands

- Normally seated, standing or walking at will.
- Normal physical activity including some bending, pushing, pulling, and lifting and carrying, which may range up to 45 lbs. upon occasion. Pushing/moving library materials weighing up to 120 pounds with mechanical assistance, such as cart or dolly upon occasion
- Keyboarding and working at a computer monitor for extended periods required
- Phone usage, reading, speaking, and listening required
- Interaction with library system staff, library customers, other libraries, agencies and organizations, or vendors will be necessary to provide and receive information, present programs, and resolve situations or problems
- May at times have unsupervised access to children under the age of 18 or a vulnerable adult or person
- Travel alone within service area may range over 120 miles in a day

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- This position is not considered a part of the Middle Management Team
- Works a varied work schedule that includes evenings, weekends, and other hours as determined by the needs of the region

Signature

Date

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