



USC University of Southern California

Library Manager Job Description

JOB INFORMATION

Job Code:	141013
Job Title:	Library Manager
FLSA Status:	Exempt
Supervisory:	
Job Family:	Library Services
Job Family Group:	Libraries
Management Level:	5 Manager

JOB SUMMARY

Manages the administrative and financial operations of a large library facility, or an interdisciplinary service center comprised of a cluster of library facilities, departments, and services. Has responsibility for long-range planning; developing, implementing, measuring and assessing library systems, policies and procedures; supervising full-time staff; and developing budgets. Reports directly to an interdisciplinary director or chair. Serves as principal senior staff advisor to the director/chair concerning all administrative, personnel, and financial matters.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		5 years	
	X	7 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience in supervising administrative operations of a complex department.
X		Knowledge of library operations, services and technical systems.
	X	Comprehensive knowledge of library operations and technical systems in a large or specialized academic library.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
	X	Experience supervising staff in a university setting.
	X	Office management and budget administration experience combined with specialized knowledge of University policies and procedures, preferably at USC.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Manages day-to-day administrative and operational functions of a large library facility or an interdisciplinary service center comprised of a cluster of library facilities, departments, and services. Has responsibility for long-range planning; developing implementing and assessing library systems; and over seeing quality control measures. Researches problem issues and takes necessary action to address and bring to an appropriate resolution.				
Directly supervises at least two full-time staff or the equivalent. Recruits, screens, hires and trains staff. Sets attainable and measurable goals with clear deadlines. Evaluates employee performance and provides feedback. Recommends professional development opportunities and developmental objectives as appropriate. Identifies and reports staffing needs to library administrative head.				
Develops and implements library policies in coordination with other managers. Maintains current revisions of library, division, and university policies. Interprets and explains policies to others.				
Develops and implements library procedures in coordination with other managers. Revises processes to improve efficiency. Analyzes and maps workflows. Communicates and documents revised processes and procedures. Oversees the development of forms, forms, manuals, flow charts, process maps, web content, etc.				
Advises library teams, committees, and task forces about the implementation of operational and/or organizational changes. Coordinates documentation, communicates through memorandums and presentations, and facilitates feedback, etc.				
Develops and manages budgets. Authorizes expenditures. Analyzes actual versus budget performance to determine variances. Develops financial status reports, as needed. Directs ongoing purchasing activity.				
Provides assistance to library patrons using electronic databases, electronic journals, and electronic reference materials within a tiered service environment. Assists patrons in identifying and locating appropriate discipline-specific and interdisciplinary resources, demonstrates searching techniques, interprets results, and refers questions as needed.				
Oversees maintenance of confidential files. Ensures completeness and accuracy of the documentation. Oversees coordination and distribution of confidential materials.				
Develops long-range space plans for expansions and relocations. Assesses the use of library facilities, including efficiency of space usage, physical organization of materials, capacity of shelving, design and functionality of workspace, usability of public areas, signage, etc.				
Oversees quality control measures for library databases. Develops strategic goals and process improvements. Enforces stipulated institutional standards in the creation and modification of records.				
Oversees the gathering of library statistics, measurements, and feedback. Prepares reports, interprets data, analyzes trends, and communicates recommendations.				
Serves as central information library resource for the university and for the purpose of external relations. Represents the library in core, division, and university committees and task forces. Acts as liaison between director/chair and sensitive, confidential, or high profile contacts outside the library. Establishes and maintains appropriate network of professional contacts. Maintains currency with professional organizations and publications.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.