



**USC** University of  
Southern California

## Library Assistant Manager Job Description

### JOB INFORMATION

<i>Job Code:</i>	141012
<i>Job Title:</i>	Library Assistant Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Library Services
<i>Job Family Group:</i>	Libraries
<i>Management Level:</i>	5 Manager

### JOB SUMMARY

Supervises the daily operations of a large library facility, center, department or unit that provides specialized and varied library services. Develops, implements and assesses library systems and policies and procedures. Advises management on operational, administrative, personnel and budgetary matters. Supervises staff and student workers engaged in performing specialized library services such as collection maintenance, circulation of library materials, bindery operations, technical processing, database maintenance, bibliographic cataloging, etc. Reports directly to a senior manager, director or administrator. Assists in management of administrative duties related to planning, budgeting, reporting and special projects as needed.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Extensive knowledge of library operations and technical systems.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Supervisory experience.
X		Office management combined with experience in budget administration.
	X	Comprehensive knowledge of library operations and technical systems in a large or specialized academic library.
	X	Office management and budget administration experience combined with specialized knowledge of University policies and procedures.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Supervises day-to-day operations of a large library facility, center, department or unit that provides specialized and varied library services. Advises senior management on operational, administrative, personnel and budgetary matters.				
Supervises at least two full-time staff or the equivalent engaged in specialized library functions for a large library facility, center, department or unit. Recruits, screens, hires and trains staff. Evaluates employee and/or student workers and provides guidance and feedback to assigned staff and/or student workers. Counsels, disciplines and/or terminates employees as required.				
Schedules, assigns tasks, and prioritizes workloads on a daily basis. Sets appropriate goals and deadlines. Ensures timely completion of unit's work. Assigns and monitors progress on work assignments and special projects. Identifies and reports staffing needs to library administrative head.				
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 search techniques, interprets results, and refers questions as appropriate.				
Assists library management in developing policies, procedures and processes and coordinates the implementation. Ensures that library patrons and supervised staff comply with all applicable library policies and procedures and has authority to make exceptions to policy. Interprets policies and procedures for library personnel or patrons. Maintains currency with library, division, and university policies.				
Oversees system-wide procedures governing the creation, updating and deletion of data in library databases. Enforces quality control measures for the library system's patron database and/or other library systems in adherence to national and institutional standards. Provides assistance in accessing and interpreting records and transactions, resolving discrepancies, and communicating the results.				
Revises processes to improve efficiency or adapt to new requirements, software, or other operational systems changes. Analyzes and maps workflows. Develops forms, manuals, flow charts, process maps, web content and other documentation. Communicates and documents revised processes and procedures.				
Coordinates the integration of new services, techniques, and technologies into library operations or programs. Plans, organizes and schedules activities to meet objectives.				
Participates in the development of department budget or library facility budgets. Provides data and projections. Administers budget. Monitors and tracks budget activity and analyzes variances. Produces interim financial reports.				
Oversees daily expenditures for collections, resources, and/or services. Makes purchases within established limits. Identifies appropriate vendors and negotiates terms. Ensures quality control in the tracking and reconciliation of purchases. Communicates internally and externally with requesters and vendors, as needed.				
Maintains specialized library equipment and library system software. Provides or coordinates training on proper utilization of equipment. Implements and monitors quality control measures for library equipment databases. Reports equipment and systems problems to appropriate departments, tracks progress, and communicates status with library staff.				
Monitors and assesses the use of library facilities, reports maintenance needs, and makes recommendations regarding utilization of library space. Contributes to long term planning for expansions and/or relocations.				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Oversees and coordinates electronic records and reporting systems. Gathers and tabulates library statistics. Prepares reports, interprets data, analyzes trends, and presents results with recommendations.				
Represents the library or library unit on appropriate library and university committees and task forces.				

## 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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.