

**CITY OF MILL VALLEY**  
**Library Operations Manager**

**SUMMARY:**

To assist the City Librarian in the day-to-day administration of the Library. Direct projects, liaison with library support groups, provide high-level administrative support, supervise and evaluate library personnel, and other work as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives general direction from the City Librarian.
- Supervises staff and acts for City Librarian as needed in his or her absence.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Assist the City Librarian in the strategic planning, organizing and directing of general library services for the City.
- Oversee or assist with operations of specific departments during periods of limited resources, transitions, staff vacancies, or major projects.
- Provide essential support to City Librarian in working with library support groups including attend meetings, prepare reports, organize materials, manage Brown Act requirements, build relationships and assist with events.
- Assist with City budget preparation. Ensure that funds are appropriated and expended properly throughout the year.
- Assist in the formulation, interpretation and review of policies, procedures, and services that reflect the library's mission and service philosophy.
- Assist in formulating and evaluating library-wide personnel policies including the process of interviewing, hiring, evaluating, and disciplining employees.
- Work as integral part of management team to assess user needs, evaluate library programs and services, and develop best practices.
- Provide information or referrals in response to a wide variety of requests and inquiries from the public and prepare written reports upon request.
- Assist in technology planning for the library including decisions on equipment, vendors, access, programs, and services.
- Participate in on-going development of Library's website and social networking presence.

- Participate in program planning at the Library including high-profile events.
- Participate in library-wide activities as needed; for example, collection development.

#### **OTHER JOB RELATED DUTIES**

- Perform related responsibilities and duties as assigned.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

##### ***Knowledge of:***

- City government, finance, and budget planning.
- Public library purposes, organization and procedures.
- Modern library methods, techniques and terminology.
- Automated library functions, information systems and tools.

##### ***Ability to:***

- Work well with other City Departments and staff.
- Use Excel and other software to manage budget, projects, reports, etc.
- Analyze and implement systems to make operations more efficient.
- Communicate effectively in English both orally and in writing.
- Interpret library services, policies and procedures to the community.
- Prepare complete, accurate and concise written reports, records and correspondence.

##### ***Experience and Training Guidelines***

- A combination of experience and training that would likely provide the required knowledge, skills and abilities including:
  - ***Education:*** Possession of a college degree.
  - ***Experience:*** 3-5 years increasingly responsible experience in high-level administration including working with boards, managing projects, and preparing budgets.
  - ***License or certificate:*** A valid California driver's license is desirable.
  - ***Special requirements:***
    - Work evenings and weekends as needed.

- **EFFECTIVE DATE:** July 2011