



East Central Arkansas Regional Library

JOB DESCRIPTION **COUNTY OPERATIONS MANAGER** *Rev. May 2022*

Purpose and Scope – This is a ranking management position with the Library, and serves on the Administrative Team. This position, reporting to the Regional Librarian and supervising subordinate employees, manages all operations of the libraries within a specific assignment area.

Principal Responsibilities:

- Training, supervising, assigning, evaluating and scheduling of library staff within assigned area.
- Provides, directs, supervises and evaluates reference and reader's advisory services, Circulation/Membership services, and program development and implementation for all library clientele in assigned area, and may be given direct responsibility for a specific client group (Youth, Adult, etc.) either within area or library-wide similar to a Library Assistant III.
- Supervises and participates in collection management activities for all libraries in assigned area, including collection development, acquisitions, cataloging, stacks management and weeding, utilizing set policies and evaluations of library client needs.
- Collaborates with the Friends groups or support organizations.
- Supervision of facility maintenance at all facilities within service area.
- Participates in professional and community organizations, developing relationships and partnerships to further library development and improve library services. May represent the library before such organizations.
- Participates or leads library-wide teams assigned to certain tasks or functions.
- Advocacy and promotion of the library services, programs, and activities.
- Fiscal management functions, including ordering materials and supplies, budget management, and participating in the accounts payable/receivable processes per library policies and guidelines.
- Coordination of branch services within assigned area.
- Development and coordination of library outreach services.
- Rotate evening and weekend hours as necessary, as well as be on call 24/7/365 in case of serious emergencies.
- Completes necessary reports and retains records as necessary and directed in a timely manner.
- May serve as officer in charge of the entire regional system in the absence of the Regional Librarian.
- Other duties as assigned by the Regional Librarian or the Board/s of Trustees.

Necessary Skills

- Demonstrated leadership abilities

- Knowledge of library philosophy, practices and policies
- Ability to work well with the public, supervisor, coworkers and maintain a friendly helpful attitude toward people of all ages, and possess a willingness to help with general library activities.
- Ability to understand and fulfill library mission, vision and values statements and library policies, and to communicate those to subordinate employees as well as library users.
- Ability to manage staff.
- Ability to use computer, office and library-related software programs and standard office equipment
- Ability to communicate as a professional, and understand oral and written instructions.
- Ability and skill to work independently as necessary, but also as a member of work teams and the Library's Administrative Team
- Ability to maintain files, records, and shelf organization.
- Ability to manage multiple tasks and priorities and work at a brisk pace
- Ability to tolerate ambiguity and adapt to change
- Sensitivity to diversity
- Ability to focus on detail while maintaining a big picture perspective
- Commitment to innovation and continuous improvement
- Sensitivity to customer privacy and intellectual freedom issues
- Ability to be proactive in problem solving and trouble-shooting
- Ability to contribute to the effectiveness of library collections, services, and programs
- Ability to think creatively
- Ability to research and make suggestions for new services and programs
- Skill in training staff and volunteers
- Have a valid driver's license and reliable transportation.

Working Conditions - Work in a library environment directly with the public; sustained posture in a standing, walking or seated position for prolonged periods of time; perform bending, lifting and pushing; perform repetitive hand and arm motions for prolonged periods of time; exposure to computer screens for prolonged periods of time. The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations. May be required to safely operate a motor vehicle, and lift/carry/manipulate loads of up to 40 pounds. Must have ability to use hand trucks, book carts, and similar equipment.

Requirements

- Attainment of at least a Bachelor's Degree or equivalent from a regionally accredited institution of higher learning. MLS/MLIS from an ALA-accredited program strongly preferred.
- Track record of successful public service/public library work experience, with a minimum of two years-experience in a similar position of responsibility.
- Drivers License required (must be an Arkansas license within 30 days after employment).
- Residence within Cross or Woodruff Counties, Arkansas will be required not more than 60 days after employment.