

# City of Fort Worth, Texas

## Job Description

<b>Classification Title</b>	Senior Librarian Manager		
<b>Job Code:</b>	MG1861	<b>Job Family:</b>	Management
<b>Pay Grade</b>	614	<b>Date Reviewed:</b>	03/19/2025
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Oversees the operations and strategic direction of a major division within the Library Department. Develops, implements, and evaluates policies and procedures to ensure efficient and effective library services. Collaborates with other divisions, departments, and external agencies to enhance service delivery and operational effectiveness. Provides high-level administrative and professional support to the Assistant Library Director and Library Director, ensuring alignment with the library's mission, goals, and strategic initiatives.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. When assigned to Branch Services Division: Provides administrative oversight for all branch libraries within the system; develops and implements policies and procedures; manages relationships with other divisions, departments and outside agencies; and provides complex administrative support to the Assistant Library Director and Library Director.
3. When assigned to Community Outreach Division: Provides administrative oversight for all education, outreach, and community engagement initiatives and services throughout the system; develops and implements policies and procedures; manages relationships with other divisions, departments and outside agencies; and provides complex administrative support to the Assistant Library Director and Library Director.
4. When assigned to Lifelong Learning Division: Provides administrative oversight for the Lifelong Learning Division; develops and implements policies and procedures; manages relationships with other divisions, departments and outside agencies; and provides complex administrative support to the Assistant Library Director and Library Director.

5. When assigned to Customer Engagement Division: Provides administrative oversight for the Customer Experience Division; develops and implements policies and procedures; manages relationships with other divisions, departments and outside agencies; and provides complex administrative support to the Assistant Library Director and Library Director.
6. Assumes management responsibility for assigned services and activities of designated division including the development and administration of policies and procedures, the provision of various library services and the maintenance of the facility.
7. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned division. Recommends and administers policies and procedures.
8. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned library programs, service delivery methods and procedures; and works with employees on the continuous improvement of city services.
9. Represents the City's libraries to other departments, elected officials, and outside agencies; and coordinates assigned activities with those
10. Responds to and resolves sensitive community member and patron inquiries and complaints.
11. Oversees and participates in the development and administration of the annual budget for the division. Participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and implements adjustments.
12. Prepares and presents staff reports and other necessary correspondence; and provides staff assistance to the Library's executive team.
13. Conducts a variety of organizational studies, investigations and operational studies; and recommends modifications to library programs, services, policies, and procedures.
14. Attends and participates in professional group meetings; and stays abreast of new trends and innovations in the field of library management.
15. Performs other related duties as required.
16. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
17. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

## **KNOWLEDGE, SKILLS & ABILITIES**

### **Knowledge of:**

- Operational characteristics, services and activities of a branch and regional library management program.
- Principles and practices of library management and professional library work.
- Principles and practices of program development and administration.
- Principles of library collection, circulation and cataloging.
- Current development, practices and information related to library services.
- Pertinent Federal, State and local laws, codes and regulations.
- Library organization, materials and equipment.
- Methods and techniques of developing and delivering library services and programs.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- City purchasing policies and procedures.
- Library technical services.
- Material vendor services.
- City processes and procedures.
- Personnel policies and procedures.

### **Skill in:**

- Project management.
- Organization and time management.
- Computers and applicable software.
- Interpersonal relations.
- Customer service.
- Basic math.
- Effective and creative problem-solving skills.

### **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Oversee and participate in the management of various branch and regional libraries.
- Oversee, direct and coordinate the work of subordinate employees.
- Resolve sensitive citizen complaints and situations.
- Select, supervise, train and evaluate subordinate employees.
- Participate in the development and administration of division goals, objectives and procedures.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Perform a wide variety of professional library work.
- Interpret and apply circulation policies.
- Coordinate maintenance and repair needs of library facilities.
- Effectively represent the library to the public, community organizations and government agencies.

- Respond to requests and inquiries from the general public.
- Research, analyze and evaluate new service delivery methods and techniques.
- Establish and maintain effective working relationships.

### **MINIMUM JOB REQUIREMENTS**

Master's degree from an ALA accredited college or university with major course work in library and information science and six years of increasing responsible professional library experience, including three years of administrative and supervisory responsibility.

### **OTHER REQUIREMENTS**

Valid Texas driver's license.

### **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.