

POSITION DESCRIPTION	
POSITION TITLE: Library Public Services Manager	REPORTS TO: Library Director
DEPARTMENT: Public Library	PAY SCALE: E-9 Exempt \$24,621 - \$39,479 annual basis DOQ
POSITION SUMMARY: Plans, coordinates, and facilitates all aspects of public services including adult services, periodicals, reference, reader's advisories, circulation, reserves and assists in collection development.	
POSITION QUALIFICATION/REQUIREMENTS	
SPECIFIC CERTIFICATION AND/OR LICENSE REQUIREMENTS: NM Class D Driver's License with acceptable driving record.	
EDUCATION-MINIMUM REQUIREMENTS: Bachelor's Degree required. Prefer a Masters of Library Science Degree, or current enrollment in a Masters of Library Science program (may be substituted with equivalent combination of education and experience)	
EXPERIENCE-MINIMUM REQUIREMENTS: Three years of professional public library experience; two years library supervisory experience; two years of customer service experience	
ABILITIES-MINIMUM REQUIREMENTS: Ability to work in a team environment where consultation, flexibility, creativity, collaboration and cooperation are essential; knowledge of trends in library programming and services; demonstrated ability to supervise and direct a team of support staff; knowledge of library procedures; ability to organize tasks and meet deadlines; excellent customer service skills; good writing and report skills; demonstrated flexibility and initiative; knowledge of reference resources in both print and digital formats; experience with troubleshooting computers, printers and other library equipment; working knowledge of common computer applications, automated library management systems, and subscription databases. Ability to pass drug and alcohol tests.	
JOB DESCRIPTION	
<p>Plans, coordinates, and facilitates all aspects of public services including adult services. Assists in the formulation and implementation of public services unit policies and procedures; monitors adherence to assigned budget items or accounts. Participates in and contributes to strategic planning and evaluation and allocation of resources in support of the library's mission; performs assigned collection development responsibilities. Responsible for the physical condition of the library and for alerting director or assistant director to unsafe conditions and needed repairs. Assists in creating, maintaining and revising daily and weekly staff schedules; supervises the shelving of library materials and shelf reading; assist in overseeing the maintenance of the public computers. Assists with providing instruction and training to paraprofessional staff, interns, and volunteers. Supervises library clerks, technicians, student workers and volunteers as assigned. Participates in circulation and reference desk rotation; maintains statistics and prepares required reports. Performs other related duties as assigned</p> <p>WORKING CONDITIONS: Library environment; requires working evenings and may require working Saturdays. May be required to work more than 8 hours a day or 40 hours a week.</p> <p>PHYSICAL DEMANDS: 1. (L) 12 13. Able to lift 50 lbs; ability to work standing, reaching and bending for up to two hours; ability to pass drug and alcohol tests.</p>	
June 2018	

The Town of Silver City is accepting applications for the position of Library Public Services Manager. Responsibilities include: plans, coordinates, and facilitates all aspects of public services including adult services, periodicals, reference, reader's advisories, circulation, reserves and assists in collection development. Requirements include: valid NM Class D Driver's License with acceptable driving record; Bachelor's Degree required; Prefer a Masters of Library Science Degree, or current enrollment in a Masters of Library Science program (may be substituted with equivalent combination of education and experience); three years of professional public library experience; two years library supervisory experience; two years of customer service experience; ability to work in a team environment where consultation, flexibility, creativity, collaboration and cooperation are essential; knowledge of trends in library programming and services; demonstrated ability to supervise and direct a team of support staff; knowledge of library procedures; ability to organize tasks and meet deadlines; excellent customer service skills; good writing and report skills; demonstrated flexibility and initiative; knowledge of reference resources in both print and digital formats; experience with troubleshooting computers, printers and other library equipment; working knowledge of common computer applications, automated library management systems, and subscription databases. Ability to pass drug and alcohol tests. Application and copies of required license and certification(s) must be submitted by July 20, 2018, to the Town of Silver City, Personnel Office, 101 W. Broadway, Silver City, NM 88061 or mailed to PO Box 1188, Silver City, NM 88062. The Town of Silver City's hiring policy, application form, and complete position description are available at City Hall or at [townofsilvercity.org](http://townofsilvercity.org).

**Library Public Services Manager.** Silver City, NM. Population of 10,500, Salary range \$24,621 - \$39,479 DOQ + benefit package (includes group health insurance, retirement and paid vacation and sick leave). Requirements include: BA Degree required. 3 yrs. of professional public library experience. Deadline 07-20-18. For the complete job requirements call (575)534-6359 or go to [www.townofsilvercity.org](http://www.townofsilvercity.org)