



POSITION VACANCY NOTICE

City of Ketchikan

Date: March 4, 2024

SPECIFICS

TITLE: Library Operations Manager			
DEPARTMENT:	Library	DIVISION:	Adult Services
STATUS:	Regular Full - Time	HOURS/DAYS:	Monday – Friday 8:00am – 5:00pm
GRADE / STEP:	349 / E	DUTIES:	See attached job description
HOURLY:	\$25.94/hr	UNION STATUS:	YES

SPECIAL REQUIREMENTS:

Equivalent to the completion of the twelfth grade, two years of increasingly responsible library experience that includes some cataloging.

ADVERTISING REQUIREMENTS

POSITION IS OPEN UNTIL FILLED

WHERE: Local Only ☐ Statewide ☐ Pacific NW ☐ National ☐

PUBLICATIONS: Ketchikan Daily News; Job Service; City Website

APPLICANT PROCESSING INSTRUCTIONS

FOR JOB APPLICATION AND COMPLETE JOB DESCRIPTION:
HUMAN RESOURCES (907) 228-5631 OR ON-LINE AT <http://www.ktn-ak.us/jobs>

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

LIBRARY OPERATIONS MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs bookkeeping, record keeping, procurement, cataloging, distribution of materials, and various other services for the Library Department.

The Library is dedicated to the informational and recreational needs of the community. The Library Operations Manager processes departmental business and supports other departmental staff in their work. The Library Operations Manager must perform these duties in a manner that reflects positively on the City and the department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Procures library materials, including books, multimedia items, computers, furniture, equipment, and other materials; procures general services and supplies for the Library. Requests price quotations from vendors and arranges cost-effective shipping for Library purchases.
2. Creates purchase orders; processes invoices, check requests, and other documents; tracks Library accounts and provides input on purchasing needs for budget purposes.
3. Processes incoming cash, credit and check transactions and balances them against cash register receipts; processes incoming donations; processes department billings, invoices, fees, charges, purchase orders, and other transactions.
4. Processes incoming materials; verifies materials against orders; routes materials as needed; prepares circulation materials for cataloging; matches invoices with packing slips and reconciles any discrepancies; processes invoices.
5. Maintains contact with other City departments to request assistance or information; interacts with the Finance Department to keep accounts accurate and up to date. Serves as primary contact with Library vendors.
6. Maintains files of financial records, purchasing, timesheets, forms and other departmental paperwork.
7. Processes all department business records and similar documents maintaining department records and files; takes and types minutes for various department meetings.
8. Manages and maintains Library magazine and newspaper subscriptions, including adding, changing and deleting records in the Library's online system, working with EBSCO and other magazine vendors to renew and change subscriptions and resolve issues, and checking in issues as they arise.

9. Delivers and picks up mail at City Hall and the Post Office, empties the Plaza book drop, and distributes Library program flyers across the Island.
10. Acts as Administrative Assistant to the Library Director as requested by the Library Director.
11. Registers borrowers, circulates library materials, answers reference questions, receives incoming calls, maintains circulation records, collects fines, and performs a variety of circulation duties.
12. Assumes responsibility for the operation of the Library in the absence of a Librarian.
13. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and procedures of record keeping and filing.

Basic accounting and cash handling techniques.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Library research skills and resources.

Library applications and computer systems.

Library research techniques and resources.

Basic bookkeeping, record keeping and accounting practices.

Ability to:

Type or enter data at a speed necessary for successful job performance.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Plan and organize work to meet changing priorities and deadlines while working with frequent interruptions.

Understand and follow oral and written instructions.

Communicate on a one-to-one basis with both adults and children.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of increasingly responsible library experience that includes some cataloging.

License or Certificate:

Possession of or ability to obtain a valid Alaska driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a library and office setting; regular interaction with the general public.

Physical: Primary functions require sufficient physical ability and mobility to work in a library setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 3-49

Job Position Code: 38816

Union: Yes/GGU

FLSA: Non-Exempt

Date Approved: January 27, 2003

Date Amended: 1/27/03

Date Amended: June, 2007 (*Johnson & Associates*)

Date Amended: August 2019

Date Amended: February 2024

Human Resources Manager Approval

City Manager Approval