

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Manager of Administrative Services  
**POLICY NUMBER:** 2303

**2303.1** The Administrative Assistant is an exempt managerial classification under the general direction of and reporting to the Library Director. Works directly with the Library Director, Library Board of Trustees and Managers of Public Services and Technical Services. Performs a wide variety of complex administrative, personnel, accounting and risk management tasks, requiring specialized knowledge involving broadly defined policies and procedures. May be designated in charge of the District during the absence of the Library Director.

**2303.1.1** Attends meetings and maintains official records and documents of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

**2303.1.2** Manages the recruitment process and maintains personnel records for all District employees. Participates in the selection of District staff. Prepares performance evaluations and merit pay increase recommendations for Administrative Services staff for the Library Director's review.

**2303.1.3** Maintains the schedule for performance evaluations and merit pay increase recommendations for eligible employees and coordinates these with the Library Director and Managers of Public Services and Technical Services.

**2303.1.4** Maintains the District's checkbooks and general ledger.

**2303.1.5** Manages the accounts payable and receivable and prepares all claims for payment.

**2303.1.6** Prepares the Administrative Services and entrepreneurial activities work schedules.

**2303.1.7** Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2303.1.8** Seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the administrative activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

**2303.1.9** Prepares monthly and annual reports on the administrative activities of the District.

## **2303.2 Typical Tasks**

**2303.2.1** Directs, coordinates, and reviews the Administrative activities of the District concerning personnel, risk management, resources, equipment, services and programs.

**2303.2.2** Deposits District receipts and maintains checkbooks for all District and Placentia Library Foundation accounts.

**2303.2.3** Processes bills for payment for the District and Placentia Library Foundation and coordinates communication with the Orange County Auditor.

**2303.2.4** Maintains the office general ledger for the District and the Placentia Library Foundation.

**2303.2.5** Prepares materials for the annual audit and coordinates all activities with the District's independent auditor

**2303.2.6** Prepares and maintains payroll and personnel records including worker's compensation insurance, risk management insurance, pension fund and 457 plan.

**2303.2.7** Manages the Passport application agency program with the U. S. Department of State.

**2303.2.8** Maintains files and records related to the operations of the Administrative Office

**2303.2.9** Receives complaints from vendors, staff and the public and takes steps to see that they are addressed.

**2303.2.10** Makes travel arrangements for District Staff and Trustees.

**2303.2.11** Schedules the use of the Meeting and Conference Rooms.

**2303.2.12** Prepares District's financial and personnel reports to the State Library and other agencies.

**2303.2.13** Coordinates bid processes and purchasing (excluding books and library materials).

**2303.2.14** Coordinates maintenance and safety of the District's physical facility.

**2303.2.15** Works on special projects as assigned.

**2303.2.16** Negotiates and manages contracts and service agreements with District vendors.

**2303.2.17** Manages the recruitment process for all District positions.

**2303.2.18** Participates in interviewing and selecting administrative staff and evaluating the performance of administrative personnel.

**2303.2.19** Makes recommendations to the Library Director concerning the public relations activities for administrative activities.

**2303.2.20** Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes and preparing the minutes.

**2303.2.21** Plans and organizes training programs for the administrative staff, and is responsible for personnel actions, work assignments, and related matters.

**2303.2.22** Prepares and submits reports of administrative activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

**2303.2.23** Serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures.

**2303.3** Required Qualifications. He/she will have the equivalent to two years post high school education. He/she will have three years of increasingly responsible experience in an administrative office environment using bookkeeping/accounting, word processing, spreadsheet, database, scheduling and writing skills. He/she will possess a valid California driver's license and be a United States Citizen.

**2303.4** Knowledge and abilities:

**2303.4.1** Proficiency in Word, Excel and Quickbooks.

**2303.4.2** Knowledge of office practices and procedures, office equipment, filing systems, business correspondence methods, and good business English including vocabulary, grammar and spelling.

**2303.4.3** Knowledge of personal computer hardware and software operations.

**2303.4.4** Knowledge of basic fund accounting, cost accounting and budgeting.

**2303.4.5** Ability to apply the knowledge listed above.

**2303.4.6** Ability to use word processing software accurately and to create and use labels, data and formulas on an electronic spreadsheet.

**2303.4.7** Ability to manage work flow in an orderly fashion while processing multiple simultaneous projects.

**2303.4.8** Ability to perform difficult clerical work and make decisions based upon District policies and procedures.

**2303.4.9** Ability to respond to routine inquiries or complaints from Library customers.

**2303.4.10** Ability to supervise staff and implement personnel policies and procedures.

**2303.4.11** Ability to analyze difficult problems and recommend solutions.

**2303.4.12** Ability to take independent action.

**2303.4.13** Ability to prepare and present reports that conform to prescribed style and format.

**2303.4.14** Ability to present information to District management and the Library Board of Trustees.

**2303.4.15** Ability to organize and manage work flow for self and others.

**2303.4.16** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

## **2303.5** Physical Demands

**2303.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2303.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2303.5.1.2** Must possess mobility to operate a motor vehicle.

**2303.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2303.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2303.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2303.5.1.6** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

**2303.5.1.7** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2303.5.1.8** Attendance at off-hours meetings and occasional travel are required.

## **2303.6** Work Environment

**2303.6.1** The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2609.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Manager of Public Services  
**POLICY NUMBER:** 2305

**2305.1 Description:** The Public Services Manager, under the general direction of the Library Director, manages the adult services, children's services and literacy services programs of the Library; performs a wide variety of complex library-related tasks requiring specialized ability and knowledge; tasks performed involve the interpretation and application of broadly defined policies and procedures. The Manager of Public Services works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the Library during the absence of the Library Director. The responsibilities and essential duties performed on a frequent and recurring basis by the Manger of Public Service include the following:

**2305.1.1** Attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

**2305.1.2** Participates in the selection of staff for assigned activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

**2305.1.3** Recruits, trains and places volunteer tutors; coordinates tutoring and provides staff oversight and supervision for a variety of volunteer tutors.

**2305.1.4** Oversees the preparation of public service desk schedules and the assignment of substitute hours.

**2305.1.5** Coordinates the continuing education and in-service training program for the Public Services staff.

**2305.1.6** Maintains cordial relations with all persons entitled to the services of the District and attempts to resolve all public and employee complaints and encourages citizen participation in the affairs of the District.

**2305.1.7** Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Public Services activities and facilitating constructive and harmonious staff relations and communicates Board goals and objectives to the community.

**2305.1.8** Prepares monthly and annual reports on the public service activities of the Library.

**2305.1.9** Coordinates the adult and children's programming activities and exhibits in the Library.

**2305.2** Typical Tasks:

**2305.2.1** Directs, coordinates, and reviews the activities of the Public Services activities concerning personnel, resources, equipment, services and programs.

**2305.2.2** Coordinates Library services projects with the City of Placentia and other outside organizations.

**2305.2.3** Develops and implements procedures in compliance with Library policies related to staff and customer use of automated library systems.

**2305.2.4** Manages and coordinates the Public Service Program Information on Library's WEB site.

**2305.2.5** Manages the Library's programs for adults and children and schedules and coordinates exhibits.

**2305.2.6** Prepares grant applications for Public Service activities.

**2305.2.7** Speaks before community groups about books and Library services.

**2305.2.8** Participates in recruiting, interviewing and selecting Public Services staff and evaluating the performance of Public Services personnel.

**2305.2.9** Makes recommendations to the Library Director concerning the public relations activities for Public Services activities.

**2305.2.10** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.

**2305.2.11** Establishes and implements work procedures and plans and organizes training programs for the public services staff, and is responsible for personnel actions, work assignments, and related matters.

**2305.2.12** Prepares and submits reports of Public Services activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

**2305.2.13** Operates a personal computer and uses applicable software to prepare a wide variety of reports, correspondence and other material.

**2305.2.14** Serves as a United States Passport Application Acceptance Agent.



**2305.3** Required Qualifications: Master's Degree in Library or Information Science or a related field from an accredited college or university, five years of increasingly responsible experience in public library management positions, including a minimum of two years as a supervisor, possession of a valid California driver's license and status as a United States Citizen.

**2305.4** Skills and Abilities:

**2305.4.1** Knowledge of modern public library organization, procedures and policies including library-related computer hardware and software operations.

**2305.4.2** Knowledge of skills required to perform reference work for adults and children using print and electronic resources and knowledge of reference sources and methods to serve adults and children.

**2305.4.3** Knowledge of skills required to operate all components of a library-based literacy program.

**2305.4.4** Knowledge of basic fund accounting and budgeting.

**2305.4.5** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

**2305.4.6** Ability to meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.

**2305.4.7** Ability to organize and manage workflow for self and others , to supervise and direct staff and implement applicable policies and procedures.

**2305.4.8** Ability to analyze difficult problems, recommend solutions and take independent action.

**2305.4.9** Ability to prepare and present reports which conform to prescribed style(s) and format(s) and present information to management, the Library Board of Trustees and public groups.

**2305.4.10** Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Board within 6 months of employment in this position.

**2305.5** Physical Demands:

**2305.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

- 2305.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.
- 2305.5.1.2** Must possess mobility to operate a motor vehicle.
- 2305.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.
- 2305.5.1.4** Must possess vision to read printed material and a computer screen.
- 2305.5.1.5** Must possess stamina to move about the Library.
- 2305.5.1.6** Must have balance, coordination and dexterity levels appropriate to the duties to be performed.

**2305.6** Working Environment/Conditions:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. The Manager of Public Services sits, stands, walks, climbs stairs and inclines, kneels, crouches, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment and lifts and moves boxes weighing 30 pounds or less and pushes or pulls a loaded book cart. Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

**2300.7** Fair Labor Standards Act Designation: Exempt – Administrative.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Manager of Technical Services  
**POLICY NUMBER:** 2307  
**REVISED:**

**2307.1 Description:** The Technical Services Manager, under the general direction of the Library Director, manages circulation services and acquisitions and processing services programs of the library as well as all computer operations and services; tasks performed are complex and involve specialized ability and knowledge. The Manager of Technical Services works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the Library during the absence of the Library Director. The responsibilities and essential duties performed on a frequent and recurring basis by the Manger of Technical Services include the following:

**2307.1.1** Attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

**2307.1.2** Participates in the selection of staff for assigned activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

**2307.1.3** Maintains the technology system of the Library and makes recommendations for upgrades/improvements.

**2307.1.4** Oversees the preparation of public service desk schedules for the circulation function and the assignment of substitute hours.

**2307.1.5** Coordinates the continuing education and in-service training program for the Technical Services staff.

**2307.1.6** Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2307.1.7** Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Technical Services activities and facilitating constructive and harmonious staff relations and communicates Board goals and objectives to the staff and the community.

**2307.1.8** Prepares monthly and annual reports on the technical services activities of the Library.

## **2307.2 Typical Tasks:**

**2307.2.1** Directs, coordinates and reviews all Technical Services functions including the circulation, acquisition and processing activities concerning personnel, resources, equipment, services and programs.

**2307.2.2** Plans, organizes, supervises, evaluates, and prepares and implements the budget for the computer technology, circulation services and acquisitions and processing services and programs of the library.

**2307.2.3** Allocates the library materials budget, coordinates and supervises the materials selection process and coordinates and supervises the removal of material from circulation. Manages the design, technical content and user information for Library's WEB site.

**2307.2.4** Performs or directs the installation and trouble shooting relating to computer hardware, software and database systems in the Library; assists with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.

**2307.2.5** Manages the online catalog for the Library and instructs staff in the use of the online library system.

**2307.2.6** Develops recommended policies for the Library Board related to staff and customer use of automated library systems and implements policies adopted by the Board.

**2307.2.7** Prepares grant applications for Technical Services activities.

**2307.2.8** Negotiates and manages contracts and service agreements with Library vendors.

**2307.2.9** Participates in recruiting, interviewing, selecting Technical Services staff and evaluating the performance of Technical Services personnel.

**2307.2.10** Makes recommendations to the Library Director concerning the public relations activities for Technical Services activities.

**2307.2.11** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.

**2307.2.13** Establishes and implements work procedures and plans and organizes training programs for the Technical Services staff and is responsible for personnel actions, work assignments and related matters.

**2307.2.14** Prepares and submits reports of Technical Services activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

**2307.2.15** Serves as a United States Passport Application Acceptance Agent.

**2307.3** Required Qualifications: Masters Degree in Library Science, Information Science or a related field from an accredited college or university, five years of increasingly responsible experience in public library management positions, including a minimum of two years as a supervisor, possession of a valid California driver's license and status as a United States Citizen.

**2307.4** Skills and Abilities:

**2307.4.1** Knowledge of modern public library organization, procedures and policies including library-related computer hardware and software operations.

**2307.4.2** Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

**2307.4.3** Knowledge of skills required to perform reference work for adults and children using print and electronic resources and knowledge of reference sources and methods to serve adult and children

**2307.4.4** Knowledge of literature and standard works in various fields.

**2307.4.5** Knowledge of basic fund accounting and budgeting.

**2307.4.6** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

**2307.4.7** Ability to meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.

**2307.4.8** Ability to organize and manage work flow for self and others, to supervise staff and implement applicable policies and procedures.

**2307.4.9** Ability to analyze difficult problems , recommend solutions and take independent action

**2307.4.10** Ability to prepare and present reports that conform to prescribed style(s) and format(s) and to present information to Library management, public groups and the Library Board of Trustees.

**2307.5.11** Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Board within 6 months of employment.

**2307.5** Physical Demands:

**2307.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2307.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2307.5.1.2** Must possess mobility to operate a motor vehicle.

**2307.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2307.5.1.4** Must possess vision to read printed material and a computer screen.

**2307.5.1.5** Must possess stamina to move about the Library.

**2307.5.1.6** Must have balance, coordination and dexterity levels appropriate to the duties to be performed.

**2307.6** Working Environment/Conditions:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. The Manager of Technical Services sits, stands, walks, climbs stairs and inclines, kneels, crouches, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment, lifts and moves boxes and equipment weighing 30 pounds or less and pushes or pulls a loaded book cart. Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

**2307.7** Fair Labor Standards Act Designation: Exempt – Administrative.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Library Director  
**POLICY NUMBER:** 2300

**2300.1** Description. The Library Director is the Executive Officer of the District and for the Board of Trustees. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the board of Trustees, and provides day-to-day leadership for the District. He/she has general charge, responsibility and control over all property of the District.

**2300.1.1** He/she attends all meetings of the District's Board, and such other meetings as the Board specifies from time to time.

**2300.1.2** He/she employs such assistants and other employees as he/she deems necessary for the proper administration of the District and the proper operation of the works of the District, in accordance with Policy #2150, "Compensation," subject to approval by the Board of Trustees. He/she will delegate authority at his/her discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. His/her personnel management goal will be to provide a motivating work climate for District employees.

**2300.1.3** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. He/she encourages citizen participation in the affairs of the District.

**2300.1.4** He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the District, facilitating constructive and harmonious Board relations. He/she will translate the goals and objectives of the Board to the community.

**2300.1.5** He/she will prepare and manage the District budget, conducting studies, making oral and written presentations.

### **2300.2** Typical Tasks

**2300.2.1** Directs, coordinates, and reviews the activities of the various library departments concerning personnel, resources, equipment, services and programs.

**2300.2.2** Prepares the library budget for Board review and administers the adjusted budget.

**2300.2.3** Serves as liaison between the Library District, other libraries, organizations and individuals in the community in order to aid in the development, coordination, and classification of the library program.

**2300.2.4** Plans and organizes the development of long-range library building programs, additions to library services, and related activities.

**2300.2.5** Recruits, interviews, selects, and evaluates the performance of library personnel.

**2300.2.6** Conducts labor negotiations.

**2300.2.7** Directs and coordinates the public relations activities of the library.

**2300.2.8** Participates in Library Board meetings by preparing the agenda, presenting policy matters for Board review, and writing Board minutes.

**2300.2.9** Formulates library personnel policies for Library Board review, plans and organizes training programs, and is responsible for personnel actions, work assignments, and related matters.

**2300.2.10** Prepares and submits reports of library activities to the Library Board, to the State Library of California, and to other governmental agencies as requires.

**2300.2.11** Plans and directs the acquisition, implementation and usage of data processing systems.

**2300.2.12** Serves as a United States Passport Application Acceptance Agent.

**2300.3** Required Qualifications. He/she will possess a master's degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in increasingly responsible public library management positions, including extensive experience in a supervisory capacity. He/she will possess a valid California drivers license and be a United States citizen.

**2300.4** Desirable Qualifications:

**2300.4.1** Possession of a master's degree in public administration or a related field

**2300.4.2** The ability to efficiently prepare annual budgets and long-term revenue/ outlay plans

**2300.4.3** The ability to effectively communicate, both written and verbal, with the Library Board, staff, constituents and representatives of other agencies



**2300.4.4** The ability to meet and serve the public courteously and efficiently

**2300.4.5** Extensive knowledge of the principles and practices of modern public librarianship

**2300.4.6** Extensive knowledge of planning, administering and appraising a public library program

**2300.5** Other Requirements:

**2300.5.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2300.5.2** Must possess mobility to operate a motor vehicle.

**2300.5.3** Must possess vision to read printed materials and a computer screen.

**2300.5.4** Must possess stamina to move about the Library.

**2300.5.5** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2300.5.6** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

**2300.5.7** Attendance at off-hours meetings and occasional travel are required.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Manager of Administrative Services  
**POLICY NUMBER:** 2303

**2303.1** The Administrative Assistant is an exempt managerial classification under the general direction of and reporting to the Library Director. Works directly with the Library Director, Library Board of Trustees and Managers of Public Services and Technical Services. Performs a wide variety of complex administrative, personnel, accounting and risk management tasks, requiring specialized knowledge involving broadly defined policies and procedures. May be designated in charge of the District during the absence of the Library Director.

**2303.1.1** Attends meetings and maintains official records and documents of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

**2303.1.2** Manages the recruitment process and maintains personnel records for all District employees. Participates in the selection of District staff. Prepares performance evaluations and merit pay increase recommendations for Administrative Services staff for the Library Director's review.

**2303.1.3** Maintains the schedule for performance evaluations and merit pay increase recommendations for eligible employees and coordinates these with the Library Director and Managers of Public Services and Technical Services.

**2303.1.4** Maintains the District's checkbooks and general ledger.

**2303.1.5** Manages the accounts payable and receivable and prepares all claims for payment.

**2303.1.6** Prepares the Administrative Services and entrepreneurial activities work schedules.

**2303.1.7** Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2303.1.8** Seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the administrative activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

**2303.1.9** Prepares monthly and annual reports on the administrative activities of the District.

## **2303.2** Typical Tasks

**2303.2.1** Directs, coordinates, and reviews the Administrative activities of the District concerning personnel, risk management, resources, equipment, services and programs.

**2303.2.2** Deposits District receipts and maintains checkbooks for all District and Placentia Library Foundation accounts.

**2303.2.3** Processes bills for payment for the District and Placentia Library Foundation and coordinates communication with the Orange County Auditor.

**2303.2.4** Maintains the office general ledger for the District and the Placentia Library Foundation.

**2303.2.5** Prepares materials for the annual audit and coordinates all activities with the District's independent auditor

**2303.2.6** Prepares and maintains payroll and personnel records including worker's compensation insurance, risk management insurance, pension fund and 457 plan.

**2303.2.7** Manages the Passport application agency program with the U. S. Department of State.

**2303.2.8** Maintains files and records related to the operations of the Administrative Office

**2303.2.9** Receives complaints from vendors, staff and the public and takes steps to see that they are addressed.

**2303.2.10** Makes travel arrangements for District Staff and Trustees.

**2303.2.11** Schedules the use of the Meeting and Conference Rooms.

**2303.2.12** Prepares District's financial and personnel reports to the State Library and other agencies.

**2303.2.13** Coordinates bid processes and purchasing (excluding books and library materials).

**2303.2.14** Coordinates maintenance and safety of the District's physical facility.

**2303.2.15** Works on special projects as assigned.

**2303.2.16** Negotiates and manages contracts and service agreements with District vendors.

**2303.2.17** Manages the recruitment process for all District positions.

**2303.2.18** Participates in interviewing and selecting administrative staff and evaluating the performance of administrative personnel.

**2303.2.19** Makes recommendations to the Library Director concerning the public relations activities for administrative activities.

**2303.2.20** Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes and preparing the minutes.

**2303.2.21** Plans and organizes training programs for the administrative staff, and is responsible for personnel actions, work assignments, and related matters.

**2303.2.22** Prepares and submits reports of administrative activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

**2303.2.23** Serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures.

**2303.3** Required Qualifications. He/she will have the equivalent to two years post high school education. He/she will have three years of increasingly responsible experience in an administrative office environment using bookkeeping/accounting, word processing, spreadsheet, database, scheduling and writing skills. He/she will possess a valid California driver's license and be a United States Citizen.

**2303.4** Knowledge and abilities:

**2303.4.1** Proficiency in Word, Excel and Quickbooks.

**2303.4.2** Knowledge of office practices and procedures, office equipment, filing systems, business correspondence methods, and good business English including vocabulary, grammar and spelling.

**2303.4.3** Knowledge of personal computer hardware and software operations.

**2303.4.4** Knowledge of basic fund accounting, cost accounting and budgeting.

**2303.4.5** Ability to apply the knowledge listed above.

**2303.4.6** Ability to use word processing software accurately and to create and use labels, data and formulas on an electronic spreadsheet.

**2303.4.7** Ability to manage work flow in an orderly fashion while processing multiple simultaneous projects.

**2303.4.8** Ability to perform difficult clerical work and make decisions based upon District policies and procedures.

**2303.4.9** Ability to respond to routine inquiries or complaints from Library customers.

**2303.4.10** Ability to supervise staff and implement personnel policies and procedures.

**2303.4.11** Ability to analyze difficult problems and recommend solutions.

**2303.4.12** Ability to take independent action.

**2303.4.13** Ability to prepare and present reports that conform to prescribed style and format.

**2303.4.14** Ability to present information to District management and the Library Board of Trustees.

**2303.4.15** Ability to organize and manage work flow for self and others.

**2303.4.16** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

## **2303.5** Physical Demands

**2303.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2303.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2303.5.1.2** Must possess mobility to operate a motor vehicle.

**2303.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2303.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2303.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2303.5.1.6** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

**2303.5.1.7** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2303.5.1.8** Attendance at off-hours meetings and occasional travel are required.

## **2303.6** Work Environment

**2303.6.1** The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2609.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.





# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Manager of Public Services  
**POLICY NUMBER:** 2305

**2305.1 Description:** The Public Services Manager, under the general direction of the Library Director, manages the adult services, children's services and literacy services programs of the Library; performs a wide variety of complex library-related tasks requiring specialized ability and knowledge; tasks performed involve the interpretation and application of broadly defined policies and procedures. The Manager of Public Services works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the Library during the absence of the Library Director. The responsibilities and essential duties performed on a frequent and recurring basis by the Manger of Public Service include the following:

**2305.1.1** Attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

**2305.1.2** Participates in the selection of staff for assigned activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

**2305.1.3** Recruits, trains and places volunteer tutors; coordinates tutoring and provides staff oversight and supervision for a variety of volunteer tutors.

**2305.1.4** Oversees the preparation of public service desk schedules and the assignment of substitute hours.

**2305.1.5** Coordinates the continuing education and in-service training program for the Public Services staff.

**2305.1.6** Maintains cordial relations with all persons entitled to the services of the District and attempts to resolve all public and employee complaints and encourages citizen participation in the affairs of the District.

**2305.1.7** Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Public Services activities and facilitating constructive and harmonious staff relations and communicates Board goals and objectives to the community.

**2305.1.8** Prepares monthly and annual reports on the public service activities of the Library.

**2305.1.9** Coordinates the adult and children's programming activities and exhibits in the Library.

**2305.2** Typical Tasks:

**2305.2.1** Directs, coordinates, and reviews the activities of the Public Services activities concerning personnel, resources, equipment, services and programs.

**2305.2.2** Coordinates Library services projects with the City of Placentia and other outside organizations.

**2305.2.3** Develops and implements procedures in compliance with Library policies related to staff and customer use of automated library systems.

**2305.2.4** Manages and coordinates the Public Service Program Information on Library's WEB site.

**2305.2.5** Manages the Library's programs for adults and children and schedules and coordinates exhibits.

**2305.2.6** Prepares grant applications for Public Service activities.

**2305.2.7** Speaks before community groups about books and Library services.

**2305.2.8** Participates in recruiting, interviewing and selecting Public Services staff and evaluating the performance of Public Services personnel.

**2305.2.9** Makes recommendations to the Library Director concerning the public relations activities for Public Services activities.

**2305.2.10** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.

**2305.2.11** Establishes and implements work procedures and plans and organizes training programs for the public services staff, and is responsible for personnel actions, work assignments, and related matters.

**2305.2.12** Prepares and submits reports of Public Services activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

**2305.2.13** Operates a personal computer and uses applicable software to prepare a wide variety of reports, correspondence and other material.

**2305.2.14** Serves as a United States Passport Application Acceptance Agent.

**2305.3** Required Qualifications: Master's Degree in Library or Information Science or a related field from an accredited college or university, five years of increasingly responsible experience in public library management positions, including a minimum of two years as a supervisor, possession of a valid California driver's license and status as a United States Citizen.

**2305.4** Skills and Abilities:

**2305.4.1** Knowledge of modern public library organization, procedures and policies including library-related computer hardware and software operations.

**2305.4.2** Knowledge of skills required to perform reference work for adults and children using print and electronic resources and knowledge of reference sources and methods to serve adults and children.

**2305.4.3** Knowledge of skills required to operate all components of a library-based literacy program.

**2305.4.4** Knowledge of basic fund accounting and budgeting.

**2305.4.5** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

**2305.4.6** Ability to meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.

**2305.4.7** Ability to organize and manage workflow for self and others , to supervise and direct staff and implement applicable policies and procedures.

**2305.4.8** Ability to analyze difficult problems, recommend solutions and take independent action.

**2305.4.9** Ability to prepare and present reports which conform to prescribed style(s) and format(s) and present information to management, the Library Board of Trustees and public groups.

**2305.4.10** Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Board within 6 months of employment in this position.

**2305.5** Physical Demands:

**2305.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

- 2305.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.
- 2305.5.1.2** Must possess mobility to operate a motor vehicle.
- 2305.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.
- 2305.5.1.4** Must possess vision to read printed material and a computer screen.
- 2305.5.1.5** Must possess stamina to move about the Library.
- 2305.5.1.6** Must have balance, coordination and dexterity levels appropriate to the duties to be performed.

**2305.6** Working Environment/Conditions:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. The Manager of Public Services sits, stands, walks, climbs stairs and inclines, kneels, crouches, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment and lifts and moves boxes weighing 30 pounds or less and pushes or pulls a loaded book cart. Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

**2300.7** Fair Labor Standards Act Designation: Exempt – Administrative.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Manager of Technical Services  
**POLICY NUMBER:** 2307  
**REVISED:**

**2307.1 Description:** The Technical Services Manager, under the general direction of the Library Director, manages circulation services and acquisitions and processing services programs of the library as well as all computer operations and services; tasks performed are complex and involve specialized ability and knowledge. The Manager of Technical Services works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the Library during the absence of the Library Director. The responsibilities and essential duties performed on a frequent and recurring basis by the Manger of Technical Services include the following:

**2307.1.1** Attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

**2307.1.2** Participates in the selection of staff for assigned activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

**2307.1.3** Maintains the technology system of the Library and makes recommendations for upgrades/improvements.

**2307.1.4** Oversees the preparation of public service desk schedules for the circulation function and the assignment of substitute hours.

**2307.1.5** Coordinates the continuing education and in-service training program for the Technical Services staff.

**2307.1.6** Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2307.1.7** Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Technical Services activities and facilitating constructive and harmonious staff relations and communicates Board goals and objectives to the staff and the community.

**2307.1.8** Prepares monthly and annual reports on the technical services activities of the Library.

## **2307.2 Typical Tasks:**

**2307.2.1** Directs, coordinates and reviews all Technical Services functions including the circulation, acquisition and processing activities concerning personnel, resources, equipment, services and programs.

**2307.2.2** Plans, organizes, supervises, evaluates, and prepares and implements the budget for the computer technology, circulation services and acquisitions and processing services and programs of the library.

**2307.2.3** Allocates the library materials budget, coordinates and supervises the materials selection process and coordinates and supervises the removal of material from circulation. Manages the design, technical content and user information for Library's WEB site.

**2307.2.4** Performs or directs the installation and trouble shooting relating to computer hardware, software and database systems in the Library; assists with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.

**2307.2.5** Manages the online catalog for the Library and instructs staff in the use of the online library system.

**2307.2.6** Develops recommended policies for the Library Board related to staff and customer use of automated library systems and implements policies adopted by the Board.

**2307.2.7** Prepares grant applications for Technical Services activities.

**2307.2.8** Negotiates and manages contracts and service agreements with Library vendors.

**2307.2.9** Participates in recruiting, interviewing, selecting Technical Services staff and evaluating the performance of Technical Services personnel.

**2307.2.10** Makes recommendations to the Library Director concerning the public relations activities for Technical Services activities.

**2307.2.11** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.

**2307.2.13** Establishes and implements work procedures and plans and organizes training programs for the Technical Services staff and is responsible for personnel actions, work assignments and related matters.

**2307.2.14** Prepares and submits reports of Technical Services activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

**2307.2.15** Serves as a United States Passport Application Acceptance Agent.

**2307.3** Required Qualifications: Masters Degree in Library Science, Information Science or a related field from an accredited college or university, five years of increasingly responsible experience in public library management positions, including a minimum of two years as a supervisor, possession of a valid California driver's license and status as a United States Citizen.

**2307.4** Skills and Abilities:

**2307.4.1** Knowledge of modern public library organization, procedures and policies including library-related computer hardware and software operations.

**2307.4.2** Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

**2307.4.3** Knowledge of skills required to perform reference work for adults and children using print and electronic resources and knowledge of reference sources and methods to serve adult and children

**2307.4.4** Knowledge of literature and standard works in various fields.

**2307.4.5** Knowledge of basic fund accounting and budgeting.

**2307.4.6** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

**2307.4.7** Ability to meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.

**2307.4.8** Ability to organize and manage work flow for self and others, to supervise staff and implement applicable policies and procedures.

**2307.4.9** Ability to analyze difficult problems , recommend solutions and take independent action

**2307.4.10** Ability to prepare and present reports that conform to prescribed style(s) and format(s) and to present information to Library management, public groups and the Library Board of Trustees.

**2307.5.11** Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Board within 6 months of employment.

**2307.5** Physical Demands:

**2307.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2307.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2307.5.1.2** Must possess mobility to operate a motor vehicle.

**2307.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2307.5.1.4** Must possess vision to read printed material and a computer screen.

**2307.5.1.5** Must possess stamina to move about the Library.

**2307.5.1.6** Must have balance, coordination and dexterity levels appropriate to the duties to be performed.

**2307.6** Working Environment/Conditions:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. The Manager of Technical Services sits, stands, walks, climbs stairs and inclines, kneels, crouches, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment, lifts and moves boxes and equipment weighing 30 pounds or less and pushes or pulls a loaded book cart. Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

**2307.7** Fair Labor Standards Act Designation: Exempt – Administrative.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Library Director  
**POLICY NUMBER:** 2300

**2300.1** Description. The Library Director is the Executive Officer of the District and for the Board of Trustees. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the board of Trustees, and provides day-to-day leadership for the District. He/she has general charge, responsibility and control over all property of the District.

**2300.1.1** He/she attends all meetings of the District's Board, and such other meetings as the Board specifies from time to time.

**2300.1.2** He/she employs such assistants and other employees as he/she deems necessary for the proper administration of the District and the proper operation of the works of the District, in accordance with Policy #2150, "Compensation," subject to approval by the Board of Trustees. He/she will delegate authority at his/her discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. His/her personnel management goal will be to provide a motivating work climate for District employees.

**2300.1.3** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. He/she encourages citizen participation in the affairs of the District.

**2300.1.4** He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the District, facilitating constructive and harmonious Board relations. He/she will translate the goals and objectives of the Board to the community.

**2300.1.5** He/she will prepare and manage the District budget, conducting studies, making oral and written presentations.

### **2300.2** Typical Tasks

**2300.2.1** Directs, coordinates, and reviews the activities of the various library departments concerning personnel, resources, equipment, services and programs.

**2300.2.2** Prepares the library budget for Board review and administers the adjusted budget.



**2300.2.3** Serves as liaison between the Library District, other libraries, organizations and individuals in the community in order to aid in the development, coordination, and classification of the library program.

**2300.2.4** Plans and organizes the development of long-range library building programs, additions to library services, and related activities.

**2300.2.5** Recruits, interviews, selects, and evaluates the performance of library personnel.

**2300.2.6** Conducts labor negotiations.

**2300.2.7** Directs and coordinates the public relations activities of the library.

**2300.2.8** Participates in Library Board meetings by preparing the agenda, presenting policy matters for Board review, and writing Board minutes.

**2300.2.9** Formulates library personnel policies for Library Board review, plans and organizes training programs, and is responsible for personnel actions, work assignments, and related matters.

**2300.2.10** Prepares and submits reports of library activities to the Library Board, to the State Library of California, and to other governmental agencies as requires.

**2300.2.11** Plans and directs the acquisition, implementation and usage of data processing systems.

**2300.2.12** Serves as a United States Passport Application Acceptance Agent.

**2300.3** Required Qualifications. He/she will possess a master's degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in increasingly responsible public library management positions, including extensive experience in a supervisory capacity. He/she will possess a valid California drivers license and be a United States citizen.

**2300.4** Desirable Qualifications:

**2300.4.1** Possession of a master's degree in public administration or a related field

**2300.4.2** The ability to efficiently prepare annual budgets and long-term revenue/ outlay plans

**2300.4.3** The ability to effectively communicate, both written and verbal, with the Library Board, staff, constituents and representatives of other agencies



**2300.4.4** The ability to meet and serve the public courteously and efficiently

**2300.4.5** Extensive knowledge of the principles and practices of modern public librarianship

**2300.4.6** Extensive knowledge of planning, administering and appraising a public library program

**2300.5** Other Requirements:

**2300.5.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2300.5.2** Must possess mobility to operate a motor vehicle.

**2300.5.3** Must possess vision to read printed materials and a computer screen.

**2300.5.4** Must possess stamina to move about the Library.

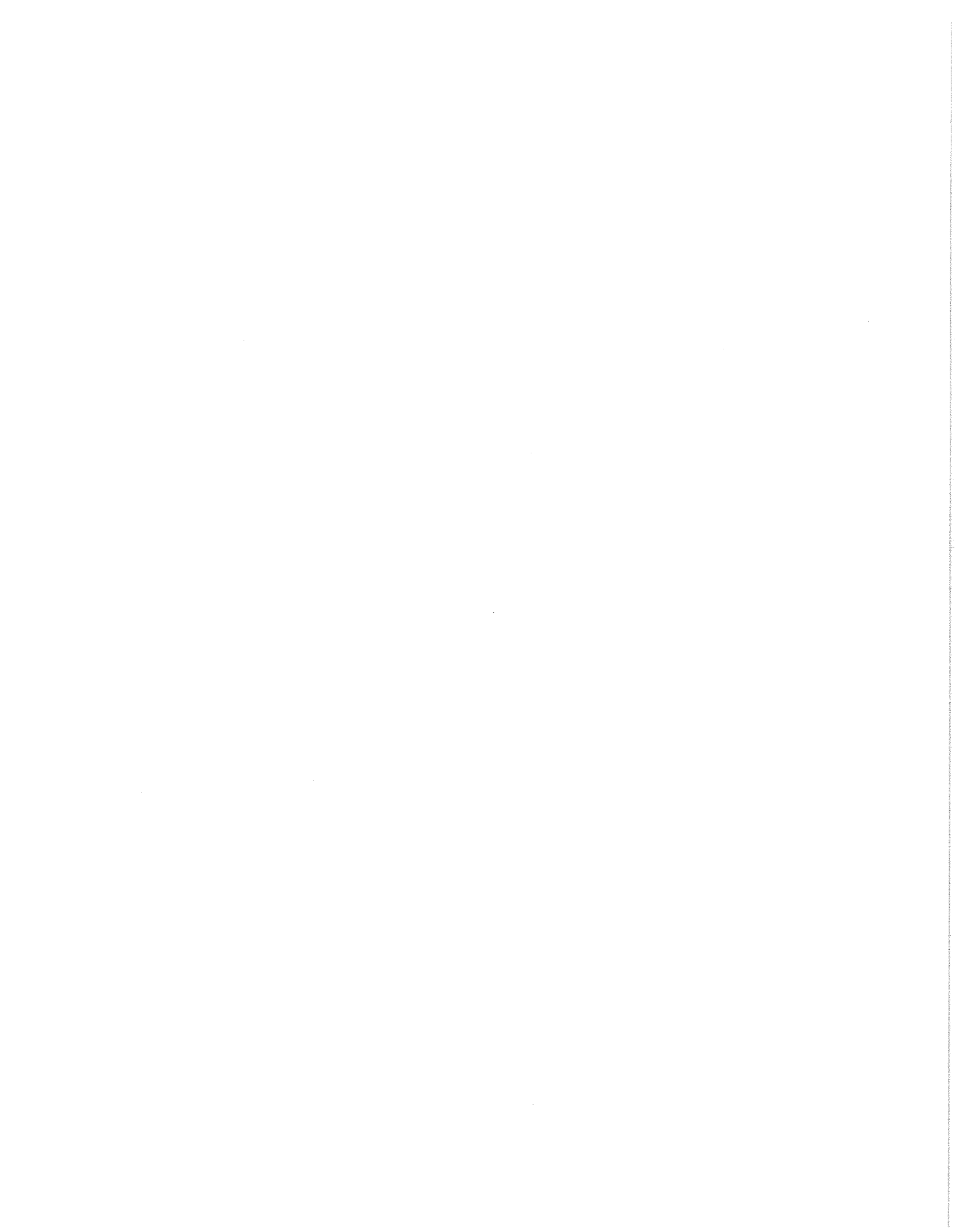
**2300.5.5** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2300.5.6** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

**2300.5.7** Attendance at off-hours meetings and occasional travel are required.









# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Manager of Administrative Services  
**POLICY NUMBER:** 2303

**2303.1** The Administrative Assistant is an exempt managerial classification under the general direction of and reporting to the Library Director. Works directly with the Library Director, Library Board of Trustees and Managers of Public Services and Technical Services. Performs a wide variety of complex administrative, personnel, accounting and risk management tasks, requiring specialized knowledge involving broadly defined policies and procedures. May be designated in charge of the District during the absence of the Library Director.

**2303.1.1** Attends meetings and maintains official records and documents of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

**2303.1.2** Manages the recruitment process and maintains personnel records for all District employees. Participates in the selection of District staff. Prepares performance evaluations and merit pay increase recommendations for Administrative Services staff for the Library Director's review.

**2303.1.3** Maintains the schedule for performance evaluations and merit pay increase recommendations for eligible employees and coordinates these with the Library Director and Managers of Public Services and Technical Services.

**2303.1.4** Maintains the District's checkbooks and general ledger.

**2303.1.5** Manages the accounts payable and receivable and prepares all claims for payment.

**2303.1.6** Prepares the Administrative Services and entrepreneurial activities work schedules.

**2303.1.7** Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2303.1.8** Seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the administrative activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.



**2303.1.9** Prepares monthly and annual reports on the administrative activities of the District.

## **2303.2** Typical Tasks

**2303.2.1** Directs, coordinates, and reviews the Administrative activities of the District concerning personnel, risk management, resources, equipment, services and programs.

**2303.2.2** Deposits District receipts and maintains checkbooks for all District and Placentia Library Foundation accounts.

**2303.2.3** Processes bills for payment for the District and Placentia Library Foundation and coordinates communication with the Orange County Auditor.

**2303.2.4** Maintains the office general ledger for the District and the Placentia Library Foundation.

**2303.2.5** Prepares materials for the annual audit and coordinates all activities with the District's independent auditor

**2303.2.6** Prepares and maintains payroll and personnel records including worker's compensation insurance, risk management insurance, pension fund and 457 plan.

**2303.2.7** Manages the Passport application agency program with the U. S. Department of State.

**2303.2.8** Maintains files and records related to the operations of the Administrative Office

**2303.2.9** Receives complaints from vendors, staff and the public and takes steps to see that they are addressed.

**2303.2.10** Makes travel arrangements for District Staff and Trustees.

**2303.2.11** Schedules the use of the Meeting and Conference Rooms.

**2303.2.12** Prepares District's financial and personnel reports to the State Library and other agencies.

**2303.2.13** Coordinates bid processes and purchasing (excluding books and library materials).

**2303.2.14** Coordinates maintenance and safety of the District's physical facility.



**2303.2.15** Works on special projects as assigned.

**2303.2.16** Negotiates and manages contracts and service agreements with District vendors.

**2303.2.17** Manages the recruitment process for all District positions.

**2303.2.18** Participates in interviewing and selecting administrative staff and evaluating the performance of administrative personnel.

**2303.2.19** Makes recommendations to the Library Director concerning the public relations activities for administrative activities.

**2303.2.20** Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes and preparing the minutes.

**2303.2.21** Plans and organizes training programs for the administrative staff, and is responsible for personnel actions, work assignments, and related matters.

**2303.2.22** Prepares and submits reports of administrative activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

**2303.2.23** Serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures.

**2303.3** Required Qualifications. He/she will have the equivalent to two years post high school education. He/she will have three years of increasingly responsible experience in an administrative office environment using bookkeeping/accounting, word processing, spreadsheet, database, scheduling and writing skills. He/she will possess a valid California driver's license and be a United States Citizen.

**2303.4** Knowledge and abilities:

**2303.4.1** Proficiency in Word, Excel and Quickbooks.

**2303.4.2** Knowledge of office practices and procedures, office equipment, filing systems, business correspondence methods, and good business English including vocabulary, grammar and spelling.

**2303.4.3** Knowledge of personal computer hardware and software operations.

**2303.4.4** Knowledge of basic fund accounting, cost accounting and budgeting.



**2303.4.5** Ability to apply the knowledge listed above.

**2303.4.6** Ability to use word processing software accurately and to create and use labels, data and formulas on an electronic spreadsheet.

**2303.4.7** Ability to manage work flow in an orderly fashion while processing multiple simultaneous projects.

**2303.4.8** Ability to perform difficult clerical work and make decisions based upon District policies and procedures.

**2303.4.9** Ability to respond to routine inquiries or complaints from Library customers.

**2303.4.10** Ability to supervise staff and implement personnel policies and procedures.

**2303.4.11** Ability to analyze difficult problems and recommend solutions.

**2303.4.12** Ability to take independent action.

**2303.4.13** Ability to prepare and present reports that conform to prescribed style and format.

**2303.4.14** Ability to present information to District management and the Library Board of Trustees.

**2303.4.15** Ability to organize and manage work flow for self and others.

**2303.4.16** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

## **2303.5** Physical Demands

**2303.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2303.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2303.5.1.2** Must possess mobility to operate a motor vehicle.

**2303.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.





**2303.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2303.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2303.5.1.6** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

**2303.5.1.7** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2303.5.1.8** Attendance at off-hours meetings and occasional travel are required.

## **2303.6** Work Environment

**2303.6.1** The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2609.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.







# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Manager of Public Services  
**POLICY NUMBER:** 2305

**2305.1 Description:** The Public Services Manager, under the general direction of the Library Director, manages the adult services, children's services and literacy services programs of the Library; performs a wide variety of complex library-related tasks requiring specialized ability and knowledge; tasks performed involve the interpretation and application of broadly defined policies and procedures. The Manager of Public Services works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the Library during the absence of the Library Director. The responsibilities and essential duties performed on a frequent and recurring basis by the Manger of Public Service include the following:

**2305.1.1** Attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

**2305.1.2** Participates in the selection of staff for assigned activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

**2305.1.3** Recruits, trains and places volunteer tutors; coordinates tutoring and provides staff oversight and supervision for a variety of volunteer tutors.

**2305.1.4** Oversees the preparation of public service desk schedules and the assignment of substitute hours.

**2305.1.5** Coordinates the continuing education and in-service training program for the Public Services staff.

**2305.1.6** Maintains cordial relations with all persons entitled to the services of the District and attempts to resolve all public and employee complaints and encourages citizen participation in the affairs of the District.

**2305.1.7** Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Public Services activities and facilitating constructive and harmonious staff relations and communicates Board goals and objectives to the community.

**2305.1.8** Prepares monthly and annual reports on the public service activities of the Library.



**2305.1.9** Coordinates the adult and children's programming activities and exhibits in the Library.

**2305.2** Typical Tasks:

**2305.2.1** Directs, coordinates, and reviews the activities of the Public Services activities concerning personnel, resources, equipment, services and programs.

**2305.2.2** Coordinates Library services projects with the City of Placentia and other outside organizations.

**2305.2.3** Develops and implements procedures in compliance with Library policies related to staff and customer use of automated library systems.

**2305.2.4** Manages and coordinates the Public Service Program Information on Library's WEB site.

**2305.2.5** Manages the Library's programs for adults and children and schedules and coordinates exhibits.

**2305.2.6** Prepares grant applications for Public Service activities.

**2305.2.7** Speaks before community groups about books and Library services.

**2305.2.8** Participates in recruiting, interviewing and selecting Public Services staff and evaluating the performance of Public Services personnel.

**2305.2.9** Makes recommendations to the Library Director concerning the public relations activities for Public Services activities.

**2305.2.10** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.

**2305.2.11** Establishes and implements work procedures and plans and organizes training programs for the public services staff, and is responsible for personnel actions, work assignments, and related matters.

**2305.2.12** Prepares and submits reports of Public Services activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

**2305.2.13** Operates a personal computer and uses applicable software to prepare a wide variety of reports, correspondence and other material.

**2305.2.14** Serves as a United States Passport Application Acceptance Agent.





**2305.3** Required Qualifications: Master's Degree in Library or Information Science or a related field from an accredited college or university, five years of increasingly responsible experience in public library management positions, including a minimum of two years as a supervisor, possession of a valid California driver's license and status as a United States Citizen.

**2305.4** Skills and Abilities:

**2305.4.1** Knowledge of modern public library organization, procedures and policies including library-related computer hardware and software operations.

**2305.4.2** Knowledge of skills required to perform reference work for adults and children using print and electronic resources and knowledge of reference sources and methods to serve adults and children.

**2305.4.3** Knowledge of skills required to operate all components of a library-based literacy program.

**2305.4.4** Knowledge of basic fund accounting and budgeting.

**2305.4.5** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

**2305.4.6** Ability to meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.

**2305.4.7** Ability to organize and manage workflow for self and others , to supervise and direct staff and implement applicable policies and procedures.

**2305.4.8** Ability to analyze difficult problems, recommend solutions and take independent action.

**2305.4.9** Ability to prepare and present reports which conform to prescribed style(s) and format(s) and present information to management, the Library Board of Trustees and public groups.

**2305.4.10** Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Board within 6 months of employment in this position.

**2305.5** Physical Demands:

**2305.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.



**2305.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2305.5.1.2** Must possess mobility to operate a motor vehicle.

**2305.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2305.5.1.4** Must possess vision to read printed material and a computer screen.

**2305.5.1.5** Must possess stamina to move about the Library.

**2305.5.1.6** Must have balance, coordination and dexterity levels appropriate to the duties to be performed.

**2305.6** Working Environment/Conditions:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. The Manager of Public Services sits, stands, walks, climbs stairs and inclines, kneels, crouches, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment and lifts and moves boxes weighing 30 pounds or less and pushes or pulls a loaded book cart. Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

**2300.7** Fair Labor Standards Act Designation: Exempt – Administrative.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Manager of Technical Services  
**POLICY NUMBER:** 2307  
**REVISED:**

**2307.1 Description:** The Technical Services Manager, under the general direction of the Library Director, manages circulation services and acquisitions and processing services programs of the library as well as all computer operations and services; tasks performed are complex and involve specialized ability and knowledge. The Manager of Technical Services works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the Library during the absence of the Library Director. The responsibilities and essential duties performed on a frequent and recurring basis by the Manger of Technical Services include the following:

**2307.1.1** Attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

**2307.1.2** Participates in the selection of staff for assigned activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

**2307.1.3** Maintains the technology system of the Library and makes recommendations for upgrades/improvements.

**2307.1.4** Oversees the preparation of public service desk schedules for the circulation function and the assignment of substitute hours.

**2307.1.5** Coordinates the continuing education and in-service training program for the Technical Services staff.

**2307.1.6** Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2307.1.7** Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Technical Services activities and facilitating constructive and harmonious staff relations and communicates Board goals and objectives to the staff and the community.

**2307.1.8** Prepares monthly and annual reports on the technical services activities of the Library.



## **2307.2** Typical Tasks:

**2307.2.1** Directs, coordinates and reviews all Technical Services functions including the circulation, acquisition and processing activities concerning personnel, resources, equipment, services and programs.

**2307.2.2** Plans, organizes, supervises, evaluates, and prepares and implements the budget for the computer technology, circulation services and acquisitions and processing services and programs of the library.

**2307.2.3** Allocates the library materials budget, coordinates and supervises the materials selection process and coordinates and supervises the removal of material from circulation. Manages the design, technical content and user information for Library's WEB site.

**2307.2.4** Performs or directs the installation and trouble shooting relating to computer hardware, software and database systems in the Library; assists with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.

**2307.2.5** Manages the online catalog for the Library and instructs staff in the use of the online library system.

**2307.2.6** Develops recommended policies for the Library Board related to staff and customer use of automated library systems and implements policies adopted by the Board.

**2307.2.7** Prepares grant applications for Technical Services activities.

**2307.2.8** Negotiates and manages contracts and service agreements with Library vendors.

**2307.2.9** Participates in recruiting, interviewing, selecting Technical Services staff and evaluating the performance of Technical Services personnel.

**2307.2.10** Makes recommendations to the Library Director concerning the public relations activities for Technical Services activities.

**2307.2.11** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.

**2307.2.13** Establishes and implements work procedures and plans and organizes training programs for the Technical Services staff and is responsible for personnel actions, work assignments and related matters.

**2307.2.14** Prepares and submits reports of Technical Services activities to the Library Director, to the State Library of California, and to other governmental agencies as required.





**2307.2.15** Serves as a United States Passport Application Acceptance Agent.

**2307.3** Required Qualifications: Masters Degree in Library Science, Information Science or a related field from an accredited college or university, five years of increasingly responsible experience in public library management positions, including a minimum of two years as a supervisor, possession of a valid California driver's license and status as a United States Citizen.

**2307.4** Skills and Abilities:

**2307.4.1** Knowledge of modern public library organization, procedures and policies including library-related computer hardware and software operations.

**2307.4.2** Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

**2307.4.3** Knowledge of skills required to perform reference work for adults and children using print and electronic resources and knowledge of reference sources and methods to serve adult and children

**2307.4.4** Knowledge of literature and standard works in various fields.

**2307.4.5** Knowledge of basic fund accounting and budgeting.

**2307.4.6** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

**2307.4.7** Ability to meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.

**2307.4.8** Ability to organize and manage work flow for self and others, to supervise staff and implement applicable policies and procedures.

**2307.4.9** Ability to analyze difficult problems , recommend solutions and take independent action

**2307.4.10** Ability to prepare and present reports that conform to prescribed style(s) and format(s) and to present information to Library management, public groups and the Library Board of Trustees.

**2307.5.11** Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Board within 6 months of employment.

**2307.5** Physical Demands:



**2307.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2307.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2307.5.1.2** Must possess mobility to operate a motor vehicle.

**2307.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2307.5.1.4** Must possess vision to read printed material and a computer screen.

**2307.5.1.5** Must possess stamina to move about the Library.

**2307.5.1.6** Must have balance, coordination and dexterity levels appropriate to the duties to be performed.

**2307.6** Working Environment/Conditions:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. The Manager of Technical Services sits, stands, walks, climbs stairs and inclines, kneels, crouches, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment, lifts and moves boxes and equipment weighing 30 pounds or less and pushes or pulls a loaded book cart. Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

**2307.7** Fair Labor Standards Act Designation: Exempt – Administrative.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Manager of Administrative Services  
**POLICY NUMBER:** 2303

**2303.1** The Administrative Assistant is an exempt managerial classification under the general direction of and reporting to the Library Director. Works directly with the Library Director, Library Board of Trustees and Managers of Public Services and Technical Services. Performs a wide variety of complex administrative, personnel, accounting and risk management tasks, requiring specialized knowledge involving broadly defined policies and procedures. May be designated in charge of the District during the absence of the Library Director.

**2303.1.1** Attends meetings and maintains official records and documents of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

**2303.1.2** Manages the recruitment process and maintains personnel records for all District employees. Participates in the selection of District staff. Prepares performance evaluations and merit pay increase recommendations for Administrative Services staff for the Library Director's review.

**2303.1.3** Maintains the schedule for performance evaluations and merit pay increase recommendations for eligible employees and coordinates these with the Library Director and Managers of Public Services and Technical Services.

**2303.1.4** Maintains the District's checkbooks and general ledger.

**2303.1.5** Manages the accounts payable and receivable and prepares all claims for payment.

**2303.1.6** Prepares the Administrative Services and entrepreneurial activities work schedules.

**2303.1.7** Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2303.1.8** Seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the administrative activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

**2303.1.9** Prepares monthly and annual reports on the administrative activities of the District.

## **2303.2** Typical Tasks

**2303.2.1** Directs, coordinates, and reviews the Administrative activities of the District concerning personnel, risk management, resources, equipment, services and programs.

**2303.2.2** Deposits District receipts and maintains checkbooks for all District and Placentia Library Foundation accounts.

**2303.2.3** Processes bills for payment for the District and Placentia Library Foundation and coordinates communication with the Orange County Auditor.

**2303.2.4** Maintains the office general ledger for the District and the Placentia Library Foundation.

**2303.2.5** Prepares materials for the annual audit and coordinates all activities with the District's independent auditor

**2303.2.6** Prepares and maintains payroll and personnel records including worker's compensation insurance, risk management insurance, pension fund and 457 plan.

**2303.2.7** Manages the Passport application agency program with the U. S. Department of State.

**2303.2.8** Maintains files and records related to the operations of the Administrative Office

**2303.2.9** Receives complaints from vendors, staff and the public and takes steps to see that they are addressed.

**2303.2.10** Makes travel arrangements for District Staff and Trustees.

**2303.2.11** Schedules the use of the Meeting and Conference Rooms.

**2303.2.12** Prepares District's financial and personnel reports to the State Library and other agencies.

**2303.2.13** Coordinates bid processes and purchasing (excluding books and library materials).

**2303.2.14** Coordinates maintenance and safety of the District's physical facility.

**2303.2.15** Works on special projects as assigned.

**2303.2.16** Negotiates and manages contracts and service agreements with District vendors.

**2303.2.17** Manages the recruitment process for all District positions.

**2303.2.18** Participates in interviewing and selecting administrative staff and evaluating the performance of administrative personnel.

**2303.2.19** Makes recommendations to the Library Director concerning the public relations activities for administrative activities.

**2303.2.20** Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes and preparing the minutes.

**2303.2.21** Plans and organizes training programs for the administrative staff, and is responsible for personnel actions, work assignments, and related matters.

**2303.2.22** Prepares and submits reports of administrative activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

**2303.2.23** Serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures.

**2303.3** Required Qualifications. He/she will have the equivalent to two years post high school education. He/she will have three years of increasingly responsible experience in an administrative office environment using bookkeeping/accounting, word processing, spreadsheet, database, scheduling and writing skills. He/she will possess a valid California driver's license and be a United States Citizen.

**2303.4** Knowledge and abilities:

**2303.4.1** Proficiency in Word, Excel and Quickbooks.

**2303.4.2** Knowledge of office practices and procedures, office equipment, filing systems, business correspondence methods, and good business English including vocabulary, grammar and spelling.

**2303.4.3** Knowledge of personal computer hardware and software operations.

**2303.4.4** Knowledge of basic fund accounting, cost accounting and budgeting.

**2303.4.5** Ability to apply the knowledge listed above.

**2303.4.6** Ability to use word processing software accurately and to create and use labels, data and formulas on an electronic spreadsheet.

**2303.4.7** Ability to manage work flow in an orderly fashion while processing multiple simultaneous projects.

**2303.4.8** Ability to perform difficult clerical work and make decisions based upon District policies and procedures.

**2303.4.9** Ability to respond to routine inquiries or complaints from Library customers.

**2303.4.10** Ability to supervise staff and implement personnel policies and procedures.

**2303.4.11** Ability to analyze difficult problems and recommend solutions.

**2303.4.12** Ability to take independent action.

**2303.4.13** Ability to prepare and present reports that conform to prescribed style and format.

**2303.4.14** Ability to present information to District management and the Library Board of Trustees.

**2303.4.15** Ability to organize and manage work flow for self and others.

**2303.4.16** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

## **2303.5** Physical Demands

**2303.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2303.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2303.5.1.2** Must possess mobility to operate a motor vehicle.

**2303.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.



**2303.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2303.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2303.5.1.6** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

**2303.5.1.7** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2303.5.1.8** Attendance at off-hours meetings and occasional travel are required.

## **2303.6** Work Environment

**2303.6.1** The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2609.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Manager of Public Services  
**POLICY NUMBER:** 2305

**2305.1 Description:** The Public Services Manager, under the general direction of the Library Director, manages the adult services, children's services and literacy services programs of the Library; performs a wide variety of complex library-related tasks requiring specialized ability and knowledge; tasks performed involve the interpretation and application of broadly defined policies and procedures. The Manager of Public Services works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the Library during the absence of the Library Director. The responsibilities and essential duties performed on a frequent and recurring basis by the Manger of Public Service include the following:

**2305.1.1** Attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

**2305.1.2** Participates in the selection of staff for assigned activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

**2305.1.3** Recruits, trains and places volunteer tutors; coordinates tutoring and provides staff oversight and supervision for a variety of volunteer tutors.

**2305.1.4** Oversees the preparation of public service desk schedules and the assignment of substitute hours.

**2305.1.5** Coordinates the continuing education and in-service training program for the Public Services staff.

**2305.1.6** Maintains cordial relations with all persons entitled to the services of the District and attempts to resolve all public and employee complaints and encourages citizen participation in the affairs of the District.

**2305.1.7** Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Public Services activities and facilitating constructive and harmonious staff relations and communicates Board goals and objectives to the community.

**2305.1.8** Prepares monthly and annual reports on the public service activities of the Library.

**2305.1.9** Coordinates the adult and children's programming activities and exhibits in the Library.

**2305.2** Typical Tasks:

**2305.2.1** Directs, coordinates, and reviews the activities of the Public Services activities concerning personnel, resources, equipment, services and programs.

**2305.2.2** Coordinates Library services projects with the City of Placentia and other outside organizations.

**2305.2.3** Develops and implements procedures in compliance with Library policies related to staff and customer use of automated library systems.

**2305.2.4** Manages and coordinates the Public Service Program Information on Library's WEB site.

**2305.2.5** Manages the Library's programs for adults and children and schedules and coordinates exhibits.

**2305.2.6** Prepares grant applications for Public Service activities.

**2305.2.7** Speaks before community groups about books and Library services.

**2305.2.8** Participates in recruiting, interviewing and selecting Public Services staff and evaluating the performance of Public Services personnel.

**2305.2.9** Makes recommendations to the Library Director concerning the public relations activities for Public Services activities.

**2305.2.10** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.

**2305.2.11** Establishes and implements work procedures and plans and organizes training programs for the public services staff, and is responsible for personnel actions, work assignments, and related matters.

**2305.2.12** Prepares and submits reports of Public Services activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

**2305.2.13** Operates a personal computer and uses applicable software to prepare a wide variety of reports, correspondence and other material.

**2305.2.14** Serves as a United States Passport Application Acceptance Agent.

**2305.3** Required Qualifications: Master's Degree in Library or Information Science or a related field from an accredited college or university, five years of increasingly responsible experience in public library management positions, including a minimum of two years as a supervisor, possession of a valid California driver's license and status as a United States Citizen.

**2305.4** Skills and Abilities:

**2305.4.1** Knowledge of modern public library organization, procedures and policies including library-related computer hardware and software operations.

**2305.4.2** Knowledge of skills required to perform reference work for adults and children using print and electronic resources and knowledge of reference sources and methods to serve adults and children.

**2305.4.3** Knowledge of skills required to operate all components of a library-based literacy program.

**2305.4.4** Knowledge of basic fund accounting and budgeting.

**2305.4.5** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

**2305.4.6** Ability to meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.

**2305.4.7** Ability to organize and manage workflow for self and others , to supervise and direct staff and implement applicable policies and procedures.

**2305.4.8** Ability to analyze difficult problems, recommend solutions and take independent action.

**2305.4.9** Ability to prepare and present reports which conform to prescribed style(s) and format(s) and present information to management, the Library Board of Trustees and public groups.

**2305.4.10** Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Board within 6 months of employment in this position.

**2305.5** Physical Demands:

**2305.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

- 2305.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.
- 2305.5.1.2 Must possess mobility to operate a motor vehicle.
- 2305.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.
- 2305.5.1.4 Must possess vision to read printed material and a computer screen.
- 2305.5.1.5 Must possess stamina to move about the Library.
- 2305.5.1.6 Must have balance, coordination and dexterity levels appropriate to the duties to be performed.

**2305.6 Working Environment/Conditions:**

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. The Manager of Public Services sits, stands, walks, climbs stairs and inclines, kneels, crouches, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment and lifts and moves boxes weighing 30 pounds or less and pushes or pulls a loaded book cart. Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

**2300.7 Fair Labor Standards Act Designation: Exempt – Administrative.**

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Manager of Technical Services  
**POLICY NUMBER:** 2307  
**REVISED:**

**2307.1 Description:** The Technical Services Manager, under the general direction of the Library Director, manages circulation services and acquisitions and processing services programs of the library as well as all computer operations and services; tasks performed are complex and involve specialized ability and knowledge. The Manager of Technical Services works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the Library during the absence of the Library Director. The responsibilities and essential duties performed on a frequent and recurring basis by the Manger of Technical Services include the following:

**2307.1.1** Attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

**2307.1.2** Participates in the selection of staff for assigned activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

**2307.1.3** Maintains the technology system of the Library and makes recommendations for upgrades/improvements.

**2307.1.4** Oversees the preparation of public service desk schedules for the circulation function and the assignment of substitute hours.

**2307.1.5** Coordinates the continuing education and in-service training program for the Technical Services staff.

**2307.1.6** Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2307.1.7** Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Technical Services activities and facilitating constructive and harmonious staff relations and communicates Board goals and objectives to the staff and the community.

**2307.1.8** Prepares monthly and annual reports on the technical services activities of the Library.

## **2307.2** Typical Tasks:

**2307.2.1** Directs, coordinates and reviews all Technical Services functions including the circulation, acquisition and processing activities concerning personnel, resources, equipment, services and programs.

**2307.2.2** Plans, organizes, supervises, evaluates, and prepares and implements the budget for the computer technology, circulation services and acquisitions and processing services and programs of the library.

**2307.2.3** Allocates the library materials budget, coordinates and supervises the materials selection process and coordinates and supervises the removal of material from circulation. Manages the design, technical content and user information for Library's WEB site.

**2307.2.4** Performs or directs the installation and trouble shooting relating to computer hardware, software and database systems in the Library; assists with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.

**2307.2.5** Manages the online catalog for the Library and instructs staff in the use of the online library system.

**2307.2.6** Develops recommended policies for the Library Board related to staff and customer use of automated library systems and implements policies adopted by the Board.

**2307.2.7** Prepares grant applications for Technical Services activities.

**2307.2.8** Negotiates and manages contracts and service agreements with Library vendors.

**2307.2.9** Participates in recruiting, interviewing, selecting Technical Services staff and evaluating the performance of Technical Services personnel.

**2307.2.10** Makes recommendations to the Library Director concerning the public relations activities for Technical Services activities.

**2307.2.11** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.

**2307.2.13** Establishes and implements work procedures and plans and organizes training programs for the Technical Services staff and is responsible for personnel actions, work assignments and related matters.

**2307.2.14** Prepares and submits reports of Technical Services activities to the Library Director, to the State Library of California, and to other governmental agencies as required.



**2307.2.15** Serves as a United States Passport Application Acceptance Agent.

**2307.3** Required Qualifications: Masters Degree in Library Science, Information Science or a related field from an accredited college or university, five years of increasingly responsible experience in public library management positions, including a minimum of two years as a supervisor, possession of a valid California driver's license and status as a United States Citizen.

**2307.4** Skills and Abilities:

**2307.4.1** Knowledge of modern public library organization, procedures and policies including library-related computer hardware and software operations.

**2307.4.2** Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

**2307.4.3** Knowledge of skills required to perform reference work for adults and children using print and electronic resources and knowledge of reference sources and methods to serve adult and children

**2307.4.4** Knowledge of literature and standard works in various fields.

**2307.4.5** Knowledge of basic fund accounting and budgeting.

**2307.4.6** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

**2307.4.7** Ability to meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.

**2307.4.8** Ability to organize and manage work flow for self and others, to supervise staff and implement applicable policies and procedures.

**2307.4.9** Ability to analyze difficult problems , recommend solutions and take independent action

**2307.4.10** Ability to prepare and present reports that conform to prescribed style(s) and format(s) and to present information to Library management, public groups and the Library Board of Trustees.

**2307.5.11** Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Board within 6 months of employment.

**2307.5** Physical Demands:

**2307.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2307.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2307.5.1.2** Must possess mobility to operate a motor vehicle.

**2307.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2307.5.1.4** Must possess vision to read printed material and a computer screen.

**2307.5.1.5** Must possess stamina to move about the Library.

**2307.5.1.6** Must have balance, coordination and dexterity levels appropriate to the duties to be performed.

**2307.6** Working Environment/Conditions:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. The Manager of Technical Services sits, stands, walks, climbs stairs and inclines, kneels, crouches, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment, lifts and moves boxes and equipment weighing 30 pounds or less and pushes or pulls a loaded book cart. Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

**2307.7** Fair Labor Standards Act Designation: Exempt – Administrative.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Library Director  
**POLICY NUMBER:** 2300

**2300.1** Description. The Library Director is the Executive Officer of the District and for the Board of Trustees. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the board of Trustees, and provides day-to-day leadership for the District. He/she has general charge, responsibility and control over all property of the District.

**2300.1.1** He/she attends all meetings of the District's Board, and such other meetings as the Board specifies from time to time.

**2300.1.2** He/she employs such assistants and other employees as he/she deems necessary for the proper administration of the District and the proper operation of the works of the District, in accordance with Policy #2150, "Compensation," subject to approval by the Board of Trustees. He/she will delegate authority at his/her discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. His/her personnel management goal will be to provide a motivating work climate for District employees.

**2300.1.3** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. He/she encourages citizen participation in the affairs of the District.

**2300.1.4** He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the District, facilitating constructive and harmonious Board relations. He/she will translate the goals and objectives of the Board to the community.

**2300.1.5** He/she will prepare and manage the District budget, conducting studies, making oral and written presentations.

### **2300.2** Typical Tasks

**2300.2.1** Directs, coordinates, and reviews the activities of the various library departments concerning personnel, resources, equipment, services and programs.

**2300.2.2** Prepares the library budget for Board review and administers the adjusted budget.

**2300.2.3** Serves as liaison between the Library District, other libraries, organizations and individuals in the community in order to aid in the development, coordination, and classification of the library program.

**2300.2.4** Plans and organizes the development of long-range library building programs, additions to library services, and related activities.

**2300.2.5** Recruits, interviews, selects, and evaluates the performance of library personnel.

**2300.2.6** Conducts labor negotiations.

**2300.2.7** Directs and coordinates the public relations activities of the library.

**2300.2.8** Participates in Library Board meetings by preparing the agenda, presenting policy matters for Board review, and writing Board minutes.

**2300.2.9** Formulates library personnel policies for Library Board review, plans and organizes training programs, and is responsible for personnel actions, work assignments, and related matters.

**2300.2.10** Prepares and submits reports of library activities to the Library Board, to the State Library of California, and to other governmental agencies as requires.

**2300.2.11** Plans and directs the acquisition, implementation and usage of data processing systems.

**2300.2.12** Serves as a United States Passport Application Acceptance Agent.

**2300.3** Required Qualifications. He/she will possess a master's degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in increasingly responsible public library management positions, including extensive experience in a supervisory capacity. He/she will possess a valid California drivers license and be a United States citizen.

**2300.4** Desirable Qualifications:

**2300.4.1** Possession of a master's degree in public administration or a related field

**2300.4.2** The ability to efficiently prepare annual budgets and long-term revenue/ outlay plans

**2300.4.3** The ability to effectively communicate, both written and verbal, with the Library Board, staff, constituents and representatives of other agencies