

MANAGER – FULL TIME

LODI LIBRARY

We are working together in an environment of respect, kindness, and integrity to enrich the quality of life county-wide. Through innovation, collaboration, and inclusion, we create community connections. We inspire greatness in each other and the communities we serve.

We find joy in our work and our colleagues. The library is strengthened by our unique personalities, ideas, and experiences. We recognize the importance of encouraging a healthy work/life balance.

We inspire the public and each other to be lifelong learners. We strive to create an engaging library environment which is welcoming to all.

REQUIRED KNOWLEDGE & ABILITY TO PERFORM THE FOLLOWING:

The Manager is responsible for the daily operations, collection, staffing and maintenance of the Lodi Library. Promotes the Library in the community and participates in community events. Develops relationships with community groups, local school district and agencies. Plans, develops, implements and evaluates services and procedures for the branch and supervises all branch employees. Oversees the development, coordination and implementation of the facility's programs and passport acceptance facility regulations. Participates in long-range planning for the library system, including services and program analysis and facility planning. Establishes and monitors objectives toward the achievement of the organization's strategic goals and plan. Recommends and develops system-wide policies and procedures. Responsible for implementing MCDL system goals in the Lodi branch. Participates in budget preparation. Reports to Assistant Director.

QUALIFICATIONS:

Candidate must possess Master's Degree in Library Science from an accredited American Library Association institution and a minimum of five years public library experience with progressive levels of responsibility and supervision or an equivalent combination of education, training and experience; knowledge of laws and regulations pertaining to public library management; experience in employee selection, supervisory, and training methods; planning, organization and problem solving skills; ability to develop and maintain effective working relationships with staff, community leaders and the public; excellent oral and written communication skills; skills in electronic information resources, electronic devices and cutting edge technology; knowledge and skills in programming, reader's advisory and collection development. Must provide proof of U.S. citizenship and meet other requirements of the Department of State to become passport acceptance facility manager.

SALARY:	\$48,360 or compensatory with experience
BENEFITS:	22 days vacation; sick leave; holidays; group health benefits; Public Employees Retirement System; paid professional dues
HOURS:	Full-time; 37.5 hours per week; flexible schedule required
SUBMIT COVER LETTER, RESUME AND APPLICATION TO:	Application available online at www.mcdl.info/employment Email to: human.resources@mcdl.info
DEADLINE FOR APPLICATION:	Review of Resumes begins Friday, September 18, 2020