

The University of Texas at San Antonio

Job Description

Job Title: Manager, Library Services

Code: 18074

Salary Grade: 58

FLSA Status: Exempt

Department/Division: UTSA Libraries

Reports To: Department Head

Summary

- **Function:** To provide coordination and services and additional management for a major functional area of library programs and services, applying advanced knowledge of library practices and procedures.
- **Scope:** Responsible for managing the operations of a functional area having library-wide impact, including supervision of a team of Library Assistants and Library Service Officers. Responsible for performing duties requiring advanced operational skills, substantial knowledge of general library services, current knowledge of developments and trends, and considerable independent judgment in area of responsibility.

Duties

- **Typical:**
 1. Manages and supervises a large unit that provides services to patrons including resource discovery, collections access, circulation, and library academic support services.
 2. Acts as a project manager for specific library projects including establishing routines, verifying work, and supervising staff.
 3. Plans workflow, formulates policies and procedures, establishes standards of work assignments, develops guidelines, and provides for staff development of a team of Library Service Assistants and Library Services Officers.
 4. Interviews, hires, and evaluates unit staff within Library and University policies and procedures. Trains staff in the use of the Library's automated system and subsystems. Counsels, coaches, and teaches staff.
 5. Responsible for overseeing the use of library spaces and equipment to promote a safe and secure learning environment, coordinating with University Facilities and the University Safety and Police Department as necessary.
 6. Resolves employee and/or patron issues with authority to make decisions or exceptions within functional area.
 7. Interacts regularly with faculty, staff, students, other university departments, and external agencies in response to a wide variety of patron information needs and

<p style="padding-left: 40px;">maintenance of library resources and facilities.</p> <p>8. Keeps abreast of changes in trends and technology in the appropriate functional area and initiates changes as necessary.</p> <p>• <u>Periodic:</u></p> <ol style="list-style-type: none"> 1. Meets with other managers and administrators to coordinate the accomplishment of tasks. 2. Provides supplies status and needs to administrators and other managerial staff. 3. May perform duties of staff members within the unit or department as needed. 4. Other duties as assigned.

Education

Required	Preferred
High School graduation or GED.	Bachelor's degree or other specialized training or knowledge.

Other Requirements

Required	Preferred
Some positions require a valid Texas State driver's license and approval to drive UTSA vehicles.	N/A
Excellent verbal and written communication skills. Demonstrated effective interpersonal skills.	
Ability to interact in a professional manner with faculty, staff, students and the public.	
Strong customer service skills.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Six years of specialized experience in academic library related to a functional area to include management-level experience.	Seven or more years of specialized experience in academic library related to a functional area to include management-level experience.
College education may substitute for two years of the required experience on a year-for-year basis (30 credit hours = 1 year of experience)	

Equipment

Required	Possible
Personal computer and standard office and library equipment.	Experience in software/hardware or equipment and tools used in the operation of the unit to which assigned.

Working Conditions

Usual	Special
Requires the ability to lift items weighing up to 12 lbs. (laptop computer with case); reaching, bending, lifting, referencing print, microform documents, computer files and using microform readers, special equipment and tools. May include exposure to book mold and dust.	Some positions require night and/or weekend work. Overtime may be required during peak periods. Special requirements for lifting, bending, reaching, and moving materials.

Supervision

Received	Given
General supervision from appropriate library administrator, allowing significant decision-making authority within areas of responsibility.	Direct supervision of staff, support staff, student worker, volunteers, or interns in the functional area where assigned.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.