

LIBRARY OUTREACH MANAGER (AM)DEFINITION

Under administrative direction of the Library Director, manages library services designed for Santa Ana residents who are unable to access the Main Library or branches.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

YOUTH SERVICES: Establishes policies and procedures, administers, monitors and evaluates the systemwide delivery of youth services to City residents. Ensures efficiency and effectiveness of a variety of programs, including the children's services, young adult services, three Learning Centers and ethnic services. Evaluates the effectiveness of Youth Services programs and procedures, establishes and revises procedures and recommends policy to the Library Director. Develops and implements or oversees the implementation of new programs or modification of existing ones. Coordinates various activities and outreach programs to increase readership of special target groups, especially to area schools. Prepares grant proposals and administers resultant grants. Reviews and evaluates work products, methods, grant progress and reports. Consults with Youth Services professional staff to review and solve operational or procedural problems and develop section budget. Monitors section expenditures throughout the fiscal year. Selects, trains, supervises and evaluates Youth Services staff. Evaluates training needs, and plans and schedules appropriate in service training for section staff. Represents the Library before community groups and organizations concerned with extending library services to residents and develops outreach programs to increase utilization of Library Services by English and non-English speaking residents. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is a single position management classification responsible for youth services activities. It is distinguished from professional Librarian classifications in that it is responsible for the management of multiple, off-site specialized library operations and is responsible for management functions such as budget and policy development.

RECOMMENDED MINIMUM QUALIFICATIONS

Graduation with a Master's Degree in Library Science from a college accredited by the American Library Association and five years of professional library experience including three years as a supervisor or any equivalent combination of training and experience which provides the following knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: principles, practices, methods and materials of a modern public library system including collection management; children's and young adult literature and current reading trends; budget systems and budget management; s; and principles and practices of supervision.

Skill in: preparing and delivering oral presentations.

Ability to: plan, conduct and evaluate effectiveness of programs; review policies and procedures and make and/or implement recommendations; communicate clearly and concisely both orally and in writing; enlist and motivate volunteers; establish and maintain effective working relationships with patrons and members of the library staff.

DESIRABLE CHARACTERISTICS

The successful performer has a strong commitment to providing quality library services to a culturally-diverse and multi-lingual population. He or she has a solid educational and experiential background, has developed administrative, supervisory and budgetary skills, and is able to use sound judgment in applying the principles of librarianship in a customer-driven manner. Within a team environment, he or she demonstrates strong leadership and enthusiastically cultivates positive working relationships.

Class title established per Council Resolution No. 2000-039,
effective 7-1-00

Class specification created and reviewed: 7/2000