UNIVERSITY OF SOUTHERN CALIFORNIA

Library Assistant Manager

Job Code: 141012

Grade: I
OT Eligible: No

JOB SUMMARY:
Supervises the daily operations of a large library facility, center, department or unit that provides specialized and varied library services. Develops, implements and assesses library systems and policies and procedures. Advises management on operational, administrative, personnel and budgetary matters. Supervises staff and student workers engaged in performing specialized library services such as collection maintenance, circulation of library materials, bindery operations, technical processing, database maintenance, bibliographic cataloging, etc. Reports directly to a senior manager, director or administrator. Assists in management of administrative duties related to planning, budgeting, reporting and special projects as needed.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
<th>% TIME</th>
<th>Time Description</th>
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<td>Supervises day-to-day operations of a large library facility, center, department or unit that provides specialized and varied library services. Advises senior management on operational, administrative, personnel and budgetary matters.</td>
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<td>Supervises at least two full-time staff or the equivalent engaged in specialized library functions for a large library facility, center, department or unit. Recruits, screens, hires and trains staff. Evaluates employee and/or student workers and provides guidance and feedback to assigned staff and/or student workers. Counsels, disciplines and/or terminates employees as required.</td>
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<td>Schedules, assigns tasks, and prioritizes workloads on a daily basis. Sets appropriate goals and deadlines. Ensures timely completion of unit's work. Assigns and monitors progress on work assignments and special projects. Identifies and reports staffing needs to library administrative head.</td>
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<td>Provides assistance to library patrons using electronic databases, electronic journals, and electronic reference materials within a tiered service environment. Assists patrons in identifying and locating appropriate discipline-specific and interdisciplinary resources, demonstrates search techniques, interprets results, and refers questions as appropriate.</td>
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<td>Assists library management in developing policies, procedures and processes and coordinates the implementation. Ensures that library patrons and supervised staff comply with all applicable library policies and procedures and has authority to make exceptions to policy. Interprets policies and procedures for library personnel or patrons. Maintains currency with library, division, and University policies.</td>
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<td>Oversees system-wide procedures governing the creation, updating and deletion of data in library databases. Ensures quality control measures for the library system's patron database and/or other library systems in adherence to national and institutional standards. Provides assistance in accessing and interpreting records and transactions, resolving discrepancies, and communicating the results.</td>
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Revises processes to improve efficiency or adapt to new requirements, software, or other operational systems changes. Analyzes and maps workflows. Develops forms, manuals, flow charts, process maps, web content and other documentation. Communicates and documents revised processes and procedures.

Coordinates the integration of new services, techniques, and technologies into library operations or programs. Plans, organizes and schedules activities to meet objectives.


Oversees daily expenditures for collections, resources, and/or services. Makes purchases within established limits. Identifies appropriate vendors and negotiates terms. Ensures quality control in the tracking and reconciliation of purchases. Communicates internally and externally with requesters and vendors, as needed.

Maintains specialized library equipment and library system software. Provides or coordinates training on proper utilization of equipment. Implements and monitors quality control measures for library equipment databases. Reports equipment and systems problems to appropriate departments, tracks progress, and communicates status with library staff.

Monitors and assesses the use of library facilities, reports maintenance needs, and makes recommendations regarding utilization of library space. Contributes to long term planning for expansions and/or relocations.

Oversees and coordinates electronic records and reporting systems. Gathers and tabulates library statistics. Prepares reports, interprets data, analyzes trends, and presents results with recommendations.

Represents the library or library unit on appropriate library and University committees and task forces.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  

[ ] No

[ ] Yes  

In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

Minimum Education:
Bachelor's Degree
Combined experience/education as substitute for minimum education

Minimum Experience:

3 Years

Minimum Field of Expertise:
Extensive knowledge of library operations and technical systems. Supervisory experience. Office management combined with experience in budget administration.

Preferred Education:
Master's Degree

Preferred Experience:
5 Years

Preferred Field of Expertise:
Comprehensive knowledge of library operations and technical systems in a large or specialized academic library. Office management and budget administration experience combined with specialized knowledge of University policies and procedures.

Skills: Other:
Analysis
Assessment/evaluation
Budget control
Budget development
Communication -- written and oral skills
Conflict resolution
Counseling
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution
Research
Scheduling
Staff development
Supervisory Skills
Teaching/Training

Skills: Machine:
Calculator
Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Fax
Personal Computer
Photocopier

Supervises: Level:
Supervises employees and student workers

**Supervises: Nature of Work:**

- Administrative
- Professional/Paraprofessional

**SIGNATURES:**

Employee: ____________________________  Date: ____________________________

Supervisor: __________________________  Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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