JOB OPENING
LIBRARIAN III/REGIONAL MANAGER
PUBLIC SERVICE
OPENS: 06/07/2021 CLOSES: 06/21/2021

JOB SUMMARY
This job involves highly responsible professional library work including the management, administration and coordination of services and personnel at various branches. Work is performed within established guidelines, with considerable independence, under the general supervision of the Deputy Director. Work is reviewed through periodic and special reports, periodic conferences, and observation of results.

EXAMPLES OF DUTIES
- Reports to the Deputy Director.
- Manages and develops services at branch libraries.
- Directs the activities of branch libraries and department heads.
- Directs and oversees the preparation, use and allocation of the budget and other resources for branches and departments; directs the training, development, evaluation and use of staff resources to ensure that patrons receive high-quality, responsive customer service.
- Ensures effective communication and collaboration among the branch libraries and with patrons.
- Collaborates with Administration and other coordinators in developing long-range and short-term strategic planning for the library including capital projects, policies and procedures, outreach activities and implementing and managing organizational change.
- Implements new concepts and innovations, using cost-effective technology to improve operations.
- Manages projects relevant to area of responsibility and at the request of Administration.
- Assists staff in interpreting policies and following procedures relevant to library functions.
- Represents the Birmingham Public Library as directed by Deputy Director at outside agency meetings; performs public speaking engagements to promote library services.
- Prepares various reports, correspondence, memos and records relevant to library administration and public relations.
- Participates in community activities with neighborhood groups and other Library partners especially in area of service.
- Supervises collection management activities of branch libraries as outlined in the BPL Collection Management Policy and the Collection Management Office.
- Supervises staff including recommendation of personnel. Performs or reviews evaluations and personnel actions for staff and makes recommendations for promotion, transfers, and dismissal of staff.
- Establishes ongoing outreach and communication with the community and schools and works as liaison between the library and community groups.
- Supervises development of children’s, family, and adult programs and activities.
- Reads journals, departmental monthly reports and other printed materials relevant to library administration and operations, and personnel relations.
- Serves as system wide supervisor in a regular weekend rotation.
• Performs other related work as required.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

• Knowledge of the principles and practices of modern library system management, policies, procedures, and operations.
• Knowledge of public and personnel administration and the laws and regulations pertaining to all aspects of library operations;
• Knowledge of library information systems.
• Knowledge of equipment and facilities required in a comprehensive library system;
• Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public;
• Ability to make presentations and strong public speaking skills;
• Ability to interpret library policies to library staff, community groups, public officials and the general public;
• Ability to communicate effectively, verbally and in writing;
• Ability to plan, organize, coordinate and implement a comprehensive branch library program;
• Ability to coordinate, analyze, and utilize a variety of reports and records;
• Computer skills including Microsoft Office software or its equivalent;
• Project management skills;
• Willingness to learn new skills, adopt new practices and direct change in a positive manner that enhances employee productivity
• Proven ability to work independently and as a team member.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS
Physical requirements include the ability to stand for long periods of time; eyesight sufficient to read and understand information from microforms and PC monitors and the manual dexterity necessary for the regular use of PCs; ability to stoop, twist, turn and move materials in the library; ability to lift moderate weight up to 50 pounds in the handling of library materials; ability to push carts, bins and book trucks loaded with library materials weighing up to 100 pounds. Must work nights and weekends as required.

MINIMUM QUALIFICATIONS
Graduation from a graduate library school program accredited by the American Library Association and seven years of professional level librarian work including three years as a department head or branch manager is required. Experience in both branch and central library work is desired. Valid Alabama driver’s license or ability to obtain one.

BENEFITS
Librarian III, Grade 28, Full Time Annual salary range is $57,220.80 - $66,248.00 with excellent benefits, such as major medical health coverage, dental and life insurance, pension plan, sick and vacation leave along with 12 paid holidays per year.

METHOD OF APPOINTMENT
Applicants must contact the Alabama Career Center https://alabamaworks.alabama.gov for an
application. A resume and transcript must be submitted with application. The application will be forwarded to the Birmingham Public Library Personnel Officer. Library employees need not go through the Alabama Career Center but can submit applications directly to the Library Personnel Office. Qualified applicants may be contacted for an interview. You must pass a pre-employment health screen before you may be employed by the Birmingham Public Library. Position available immediately.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this specification.