



Alachua County Senior Library Manager

SALARY	\$31.70 Hourly \$65,936.00 Annually	LOCATION	Gainesville (Library HQ), FL
JOB TYPE	Full-Time	JOB NUMBER	FY26-16268
DEPARTMENT	Library District, Adult Services	OPENING DATE	10/17/2025
CLOSING DATE	10/31/2025 11:59 PM Eastern		

Minimum Qualifications

JOIN OUR TEAM!

NOW HIRING LIBRARY

SENIOR LIBRARY MANAGER
Annual Salary \$65,936.00

Minimum Qualifications

- Master's degree in library science from a library school program accredited by the American Library Association, or a closely related field
- Three years professional level library experience including two years of supervisory experience within collection management and technical services functions, including two years of supervisory experience.
- Must possess a valid State of Florida Driver's license and be insurable by the District's insurance carrier. Must provide own means of transportation
- Evening and weekend work hours may be required

BoCC Contributed Benefits

- Medical/Health Insurance
- Employee Life Insurance
- Florida Retirement System
- Employee Assistance Program
- Employee Discount Programs

Optional Benefits

- Dental / Vision
- Supplemental Life Insurance
- Deferred Retirement Program
- Flexible Spending Accounts
- Roth IRA
- Tuition Reimbursement Program

APPLY NOW

Alachua County Library District is an Equal Opportunity Employer

Master's degree in library science from a library school program accredited by the American Library Association, or closely related field and three years professional level library experience including two years of supervisory experience.

Must possess a valid State of Florida Driver's license and be insurable by the District's insurance carrier. Must provide own means of transportation.

Successful completion of a drug screen and criminal history background investigation is required prior to employment.

Evening and weekend work hours may be required.

Position Summary

This is administrative, managerial, professional library work supervising and coordinating the activities of a large branch or major library department within the Alachua County Library District.

An employee assigned to this classification is responsible for applying modern professional library techniques and supervising a staff of professional, paraprofessional, technical, and clerical employees, and volunteers.

Work is performed under the direction of a higher-level supervisor and is reviewed through conferences, reports and observation of results obtained.

Examples of Duties

Plans, directs, controls, and coordinates the activities of a large branch or major library department.

Supervises and coordinates the activities of subordinate supervisors and employees including determining work procedures and schedules; issuing instructions and assigning duties; reviewing work; recommending personnel actions; conducting performance reviews; and conducting departmental training and orientation.

Prepares operating budget and long range plan proposals for the department or branch.

Monitors the branch or departmental budget; recommends budget transfers.

Assists in establishing plans, priorities, and procedures and recommends changes in organizational structure and resource allocation to meet branch/departmental and District goals.

Keeps informed of current trends and new professional techniques by reading professional journals and publications, and through participation in professional organizations, workshops and conferences and communicates to appropriate staff.

Develops materials collections District-wide by recommending materials for acquisition, rotating materials to and from Headquarters and the branches and weeding materials from the collection.

Coordinates, manages, and reviews special projects and a variety of programs for the public.

Provides comprehensive bibliographic, reference and reader's advisory assistance in person and by phone to library patrons, using printed materials, on-line services and referrals. This includes guiding library patrons in the selection, organization and interpretation of library materials, and in the effective use of technology and library facilities.

Analyzes impact of new technologies on library services and recommends action.

Arranges for the maintenance and security of building including opening and closing.

Serves as Library District liaison to the community, working with schools and organizations to provide services to the public.

Ensure patron compliance of all policies and procedures through effective communication and enforcement.

Drives a District vehicle to perform duties as required at various Alachua County Library branches.

Performs related and other duties as assigned.

NOTE: These examples are intended only as illustrations of the various kinds of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of professional principles, practices, systems and techniques of public librarianship.

Considerable knowledge of available public library program/service materials and the ability to obtain them.

Considerable knowledge of major fields of learning comprising the social sciences, natural sciences and humanities.

Comprehensive knowledge of management and supervisory techniques and the ability to apply them to create effective and efficient service.

Knowledge of titles, authors and contents of books and other materials.

Knowledge of technological, general and specialized references sources.

Knowledge of operating budget practices, procedures and methods for development.

Ability to effectively supervise and coordinate the activities of subordinate employees.

Ability to assist in analyzing library problems and to suggest practical solutions.

Ability to use word processing, presentation and spreadsheet applications.

Ability to use emerging technology for patron service.

Ability to use, explain, and interpret library facilities, equipment, services, materials, and policies and procedures to patrons and staff.

Ability to safely operate a District vehicle.

Ability to communicate effectively, both verbally and in writing.

Ability to oversee the planning and administering of programs and public presentations of interest.

Ability to establish and maintain effective working relationships with coworkers, the community and library patrons.

Ability to contribute to the growth and development of the branch or department, within the appropriate service-levels and to function as a member of a team.

Ability to maintain complex records, perform in-depth research and prepare reports.

Understand how and why Library policies and procedures were developed.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to reach and be mobile.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus associated with the constant use of printed matter and computer monitors.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential job functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Employer

Alachua County

Address

12 S.E. 1st Street, 1st Floor

Gainesville, Florida, 32602-2877

Phone

(352) 374-5219

Website

<https://www.alachuacounty.us/Depts/HR/Pages/HumanResources.aspx>

Senior Library Manager Supplemental Questionnaire

*QUESTION 1

I understand that once my application has been submitted for this specific position that I **will NOT** be able to make any changes to it. Any changes to my master application will only be reflected in any future positions for which I may apply. Should I desire to have updated information included for this specific position I should contact the Human Resources office at (352) 374-5219 for assistance.

☐ Yes

☐ No

*QUESTION 2

If an applicant meets all minimum qualifications as posted he/she is referred to the appropriate hiring manager. The following **Supplemental Questions** are specific to the position for which you have applied to assist the hiring manager in screening applications for the ones with the specific experience he/she is seeking. Please be specific in answering these questions as they will be used to evaluate which applications will be given further consideration in the process. I understand and will answer the following supplemental questions completely and thoroughly.

☐ Yes

☐ No

*QUESTION 3

Please indicate your public library experience below. None; 1-2 years; 3-4 years; 4-5 years; 6 years or more

*QUESTION 4

This position oversees adult services for the district, including adult programming, reference, and training, among other tasks. Responsibilities include overseeing the library MakerSpace for the district. Please describe your experience working with MakerSpaces, including how many years of experience you have in this area.

***QUESTION 5**

Responsibilities for this position also include overseeing literacy services for the district. Please describe your experience working with literacy services, including how many years of experience you have in this area.

***QUESTION 6**

Do you possess a **Valid** State of Florida driver's license?

☐ Yes

☐ No

*** Required Question**