



JOB DESCRIPTION

JOB TITLE: Library Resources and Systems Manager **FLSA:** Exempt

(FKA: Workforce Development & Social Services Coordinator)

DEPARTMENT: Library

GRADE: P601

REPORTS TO: Library Director

DATE: March 2026

SUMMARY OF JOB PURPOSE:

Plans, manages, coordinates, and implements digital resources, technology automation systems, networks, computer services and library support services. Performs a variety of advanced professional, technical, management and supervisory duties related to technology resources, computer systems, and technical and support services for the library, including maintenance of library databases, website, and equipment. Provides supervision to assigned Library staff.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Develops library technology, automation systems, and digital resources objectives, identifies appropriate systems and solutions and develops implementation plans.
- Provides collaborative leadership in the implementation, support, maintenance, and troubleshooting of both emerging and existing library systems and applications.
- Develops and provides effective library-based, programming and instructional services using library services and equipment in support of community workforce skills development and technology.
- Coordinates with library administration to develop and maintain library system policies, procedures, and workflows.
- Maintains electronic resource licenses.
- Compiles and prepares reports on library resource usage data.
- Prepares library systems and resources data for visualization and analytics.
- Collaborates with library staff, library administration, to ensure consistency in operations, including policy development, public service, scheduling, and space planning. Communicates with the library leadership team on policy, patron, and staffing matters.
- Manages a budget for digital resources, technology, automation and support services. Provides documentation and justification purchases.
- Provides training for new and existing systems.
- Plans, organizes, and directs the work of staff to provide system support, troubleshooting and repairs for a variety of digital resources, technologies, networked systems, the local automation system and other computer operations.

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(continued)

- Provides training and leadership to staff and customers to achieve goals, and/or utilize program services associated with digital literacy resources, equipment, and workforce development tools.
- Builds collaborative relationships with community organizations, including attending meetings as appropriate.
- Represents the library in networking with other agency representatives and at community meetings, as related to the essential duties.
- Participates in the administration of the operation of library services, including ordering library supplies and materials, training and supervising library staff and evaluating and implementing operational improvements.
- Participates in the library's overall planning and marketing.
- Conducts outreach to the community about available library resources and services.
- Collaborates on producing various library publications.
- Uses a variety of library-specific computer equipment, software and databases and instructs patrons and staff in their use.
- Creates and maintains community collaborations to include working with school districts and other community groups, travels offsite for outreach opportunities and events.
- Works as part of the leadership team to compose and administer sustainable grants in support of library's strategic goals.
- Supervises subordinate staff to include scheduling, disciplining, working with staff to correct deficiencies, and completing performance evaluations.
- Answers patron questions and instructs patrons in the use of library systems; provides tours of the facility.
- Locates materials for patrons, retrieves reserve books, renews and checks books in and out and receives and records monies.
- Maintains accurate records and files to include budget and operational statistics.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as a member of a work team.
- Oversees and trains staff and volunteers in work procedures.
- Demonstrates courteous and cooperative behavior when interacting with the public and City staff; acts in a manner that promotes a harmonious and effective workplace environment.

JOB DESCRIPTION**Library Resources and Systems Manager****QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Associate's degree in Library Science, Computer Science, Information Technology, or related field; AND two (2) years of experience in a public library setting troubleshooting, maintaining and implementing digital resources, technology equipment, networking hardware and

software for a library system; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- A valid driver's license.

Required Knowledge and Skills

Knowledge of:

- Computer applications, systems, and digital resources related to library services.
- Supervisory principles and practices.
- Standard office practices and procedures, including the use of standard office equipment.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for working effectively with individuals from a variety of socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Planning, implementing, monitoring and improving community services.
- Use of automated library information systems.
- Maintaining accurate records and files.
- Preparing clear, accurate and concise reports, correspondence and other written materials.
- Explaining and applying library policies and procedures.
- Answering customer questions.
- Using standard reference service procedures and resources.
- Instructing patrons in the use of specialized automated library systems.
- Exercising sound independent judgment within established guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with the public, in person and over the telephone
- Maintaining accurate records and files.

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SUPERVISION RECEIVED AND EXERCISED:

Under General Supervision - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

JOB DESCRIPTION**Library Resources and Systems Manager****CONDITIONS OF EMPLOYMENT:**

1. Unclassified employees are “At Will” and as such, may be terminated at any time for any reason, or no reason.
2. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
3. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.
4. Employees may be required to complete Incident Command System training as a condition of continuing employment.
5. New employees are required to submit to a fingerprint-based background investigation and a drug screen. The fee associated with the background check and drug test must be paid for by the employee prior to beginning employment. Employment is contingent upon passing the background and the drug/alcohol screen.
6. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.uscis.gov.
7. Carson City is an Equal Opportunity Employer.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

“Carson City is an Equal Opportunity Employer”