

CLASSIFICATION ADDENDUM

Job Title: Library Associate Manager

Classification Specification: Associate Manager

Barg Unit: Non

Pay Grade: C51-C52

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

Management Track: Manages a division within the City Library and performs professional librarian duties; supervises staff; works cooperatively with other library managers in prioritizing assignments within the overall library system; plans, coordinates and presents training programs and activities for children, teens, and adults; assists with the preparation of budget recommendations; researches, monitors and controls expenditures related to division budget; is a member of the Library Management Team and participates in community outreach programs as assigned; selects, develops, and maintains assigned collections through selecting and evaluating materials for acquisition or removal; coordinates interlibrary loans; researches, recommends, and develops related programs, publications and materials to provide needed Library services; organizes and coordinates direct cultural programs; represents the department with the media, the public, other departments, schools, and various agencies; coordinates library programming and marketing activities in assigned area; enforces library policy and acts in the absence of the Library Director as required. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of library/information science with professional level library experience, including supervisory experience. MLS preferred.

Licensing Requirements:

- Valid Oregon driver's license at time of appointment depending on area of assignment.

Knowledge:

- Principles, procedures, and ethics of professional library work including methods, practices, and techniques of library classification, cataloging, and reference;
- Automated cataloging, bibliographical, and circulation systems, and other online database services and sources;
- Library operations, methods, and policies including standards and procedures for selecting public library materials;
- Materials and services available in public libraries

Qualifications Addendum

Skills: *(Demonstrated skill in performing the following)*

- Perform professional library tasks in areas of reference, cataloging, collection management and programming to patrons of all ages;
- Operate automated cataloging, bibliographical and circulation system databases.

Qualification For Grade Progression:

Journey Level – Knows and applies fundamental concepts, practices and procedures of a particular field of specialization; performs work that is varied and may be somewhat difficult in nature; moderate levels of evaluation, originality or ingenuity is required.

Advanced Level – Possesses and applies a broad knowledge of principles, practices and procedures of a particular field to the completion of difficult assignments; assignments are broad in nature, generally requiring a high level of ingenuity and originality; has appreciable latitude.

Physical Requirements Addendum

Light Work as defined in the classification specification.

Addendum History

Created: 2014.08
2016.04 – Revisions HR
2017.12 – Revisions HR



ASSOCIATE MANAGER

Classification Specification

City of Springfield, Oregon

A classification specification defines the general character and scope of responsibilities of all positions within a job classification. This description does not list every duty for a given position; specific position assignments will vary depending on business needs.

General Information	
Classification Title	Associate Manager
Classification Code:	MGRASO
Effective Date:	7/1/2011
Pay Grade:	C44-C45/C51-52
FLSA Status:	Exempt

Classification Summary

The Associate Manager is a broad, working professional/management level classification responsible for planning and overseeing the operations of a technical, professional and/or specialized function, including the development of medium and long term operational, development, public improvement or strategic plans consistent with the goals and priorities established at higher levels. Responsibilities will vary in accordance with assigned area of responsibility and may include: managing administrative, professional, specialized, and technical staff to include assigning, monitoring, and reviewing work; assisting with or independently establishing project deliverables and timelines within the scope established at higher levels; assisting with the development and administration of functional budgets; developing and implementing compliance plans; developing policy proposals and actions for consideration by City Council, designing operational systems related to area of assignment; and preparing internal and external reports as required by appropriate parties.

Journey Level –Knows and applies fundamental concepts, practices and procedures of a particular field of specialization; performs work that is varied and may be somewhat difficult in nature; moderate levels of evaluation, originality or ingenuity is required.

Advanced Level –Possesses and applies a broad knowledge of principles, practices and procedures of a particular field or multiple fields to the completion of difficult assignments; assignments are broad in nature, generally requiring a high level of ingenuity and originality; has appreciable latitude for un-reviewed actions and/or decisions.

Distinguishing Characteristics

- This is the first level in the program management series and the second level in the personnel management series (see Supervisor, C41-C43). Incumbents may follow a management and/or professional career track.
- Associate Managers make process decisions and decide how to best achieve the objectives, standards or guidelines established by higher level management.
- Associate Managers are differentiated from Manager/Program Managers in that the higher level classification assists with the management of multiple divisions, sections, and/or major programs, or managing the administrative operations of a single division.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

Management Track

1	Manages and supervises staff to include: prioritizing, assigning, monitoring and reviewing work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures, and maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
2	Participates and assists in developing and maintaining strategic planning processes and internal operations for assigned programs.
3	Responsible for coordinating work flow, materials, contracts, and meeting specific deadlines and deliverables, which includes: planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, and/or standards.
4	May coordinate department-wide initiatives for the enhancement and improvement of service delivery.
5	Represents the City at a variety of meetings, public events, training sessions, on committees, and/or other related events in order to present, receive, and convey information.
6	Develops and implements plans to ensure applicable Federal, State, and local laws, rules, regulations, laws, and policies are complied with.
7	Prepares, reviews, interprets, and analyzes a variety of information, data, and reports; makes recommendations and policy proposals to department heads based on findings; prepares internal and external reports.
8	Conducts research on new programs, philosophies, methodologies, and other applicable items. Identifies, develops and implements new and/or revised programs or operational systems.
9	Participates in preparing and monitoring budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; controls expenditures.
10	Actively supports an inclusive and respectful work environment.
11	Performs other duties of a similar nature or level.

Qualifications

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

Sufficient education and experience as necessitated by the competency level of the position. Minimum of 1-2 years supervisory experience is required.

- Journey Level: Associate's Degree or two year technical certificate in a related field; and 3-5 years of related experience.
- Advanced Level: Bachelor's Degree in a related field and 3-5 years progressively responsible experience in a field related to area of assignment; OR, Associate's Degree in a related field and 5 or more years of progressively responsible experience in a field related to area of assignment.

Licensing and/or Certification Requirements:

- Based upon assignment, specified licenses and/or certifications may be required.
- Valid Oregon Driver's license at time of appointment, depending on area of assignment.

Knowledge Required:

- Supervisory principles;
- Principles and practices and systems of assigned area of responsibility;
- Project and program management principles;
- Public relations principles;
- Policy and procedure development practices;
- Basic budget development and monitoring principles and practices;

Qualifications

- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Research methods;
- Inclusive and respectful work place practices.

Skills Required:*(Demonstrated skill in performing the following)*

- Creating, modeling, and maintaining a respectful and inclusive work environment;
- Developing and monitoring safe work practices, and managing hazards in accordance with best practices;
- Monitoring and evaluating employees;
- Assisting with or independently establishing project deliverables and timelines within the scope established at higher levels;
- Developing, evaluating, recommending, and implementing processes and procedures;
- Interpreting and applying Federal, State, and local laws and regulations;
- Coordinating and executing multiple projects or tasks;
- Analyzing complex information;
- Conducting research and preparing reports;
- Managing budgets;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, management, City officials, City Council, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Working effectively with clients, co-workers, employees, supervisors, and others from diverse backgrounds.

Physical Requirements

Position may be sedentary or light work depending on assignment.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subject to travel.

Classification History

2009.06 – Draft prepared by Fox Lawson & Associates, LLC (CC)

2011.07 – Adopted

2012.08 – Revisions by HR

2014.07 – Revisions by HR

2015.12 – Revisions by HR

2016.04 – Revisions by HR; Previous revisions made to Supervisor/Associate Manager classification

2017.12 – Revisions by HR