CITY OF SALINAS

COMMUNITY EDUCATION MANAGER

BARGAINING UNIT/CLASS CODE:
AMPS / 15.6007.001

DEFINITION

Under general direction plans, organizes and manages educational and enrichment programs offered through the City's Library and Community Services Department (LCSD). Serves as a member of the LCSD Executive Management Team, working toward implementation of strategic initiatives in rendering services and programs to the community.

SUPERVISION RECEIVED AND EXERCISED

Received immediate supervision from the Library and Community Services Director or designee. Exercises direct and/or indirect supervision over programs-related professional, technical and clerical personnel.

ESSENTIAL JOB FUNCTIONS OF THE POSITION: Duties may include, but are not limited to the following:

Provides leadership and management for the development and implementation of the Department's educational and enrichment programs and services for all age groups. Tracks and investigates trends related to library and educational programs and introduces new programs of service. Directs and coordinates the process of planning, implementation, analysis, and evaluation of library programs and establishes goals, objectives and performance measures for the assigned areas. Establishes and monitors standards of service and plans special events in concert with various City departments and community organizations. Collaborates with other agencies providing educational programs as well as forming partnerships within the community that benefit the department. Oversees and manages staffing to accommodate workload and service needs, including monitoring staff performance, ensuring communication, resolving conflict and establishing and coordinating the work of staff teams. Interviews, selects and orients new educational program staff, as well as works to recruit and utilize volunteers in a manner that enhances program initiatives. Compiles statistics, analyzes services and procedures, and prepares analytical and descriptive reports evaluating services and procedures. Monitors budgetary expenditures for assigned areas of responsibility and develops cost estimates and budget requests for new initiatives as needed. Participates in the planning and development of departmental capital improvement projects. Responds to citizen complaints and inquiries. Serves as a member of the Department's Executive Management Team and may be called upon to represent the Department with groups, organizations, committees and at City Council, professional meetings and/or workshops. Promotes and maintains safety in the work place. Performs related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use new technologies and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and voice conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, ability to climb and descend stairs; physical strength to lift up to 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, and make valid judgments and decisions.
CITY OF SALINAS
COMMUNITY EDUCATION MANAGER (continued)

WORKING CONDITIONS

Meet with public and community individuals and organizations regarding use of educational programs. Instruct public and staff on educational services and programs. Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer or other technology equipment. Travel for off-site trainings, meetings, and/or to visit various facilities within the City. May work irregular hours including evenings and weekends.

QUALIFICATIONS

Knowledge of:

Principles, practices, and the operation of public libraries and their management. Library policies and procedures and library classification and cataloging systems. Professional library publications and the Library Literature and Information Science. Supervision and management principles and team leadership techniques. Published materials in subject fields represented in library collections, materials for all ages, and electronic-based resources and equipment, including the Internet. Public library collection development and maintenance principles and techniques. Research techniques, sources and availability of information; and methods of report preparation and presentation. Administrative and budgetary processes applied to a public library. Community analysis techniques, customer relations techniques, and methods and techniques for evaluating library services. State and local laws, rules and regulations regarding literacy Programs, principles and practices of curriculum development and evaluation. Learning styles and developing effective educational programs for all ages. Principles and practices of supervision and training.

Ability to:

Assess the public's needs for library service and evaluate library services and programs in relation to these needs. Develop new and innovative library services to meet community needs. Utilize computer software such as word processors, spreadsheets and database management. Operate a variety of office equipment including, but not limited to personal computer, calculator, telephone, transcription machine, and copier. Communicate clearly and concisely, both orally and in writing. Respond to citizen complaints and inquiries. Establish and maintain effective working relationships with staff in various levels within the library system, library patrons, and other City employees. Make public presentations and reports. Lead and work within teams to solve problems and develop workplace solutions. Work independently, meet deadlines, and take initiative to solve problems and make workplace improvements. Exercise discretion and independent judgment. Train, supervise and evaluate program-related professional, technical and clerical personnel. Plan, organize, monitor, and evaluate subordinates' work assignments to accomplish unit objectives.

License or Certificate:

Possession of a valid California (Class C) Driver's License.

Education and Experience:

An example of the education and experience most likely demonstrating the knowledge, skills and abilities required to perform the duties would be any combination equivalent to a Bachelor's degree in Liberal Arts, Sciences or Education, plus five years of increasingly responsible supervisory experience working in a library or educational agency. Possession of a Master's degree in Library Science or Library and Information Science from a school accredited by the American Library Association is highly desirable.

Reviewed ______________________ Approved ______________________
Department Director Human Resources Officer

Approval Date ______________________

ORIG: 6-16, REV 7-16