



City of Irving Job Description

Management Analyst I

FLSA Status:	EXEMPT	Job Department:	Library
Job Code:	01301	Reports To (Job Title):	Library Functional Team Supervisor

PURPOSE

To perform varied duties to ensure effective selection, arrangement, presentation and tracking of library materials, including working extensively with library related databases, assisting library customers and making reference recommendations, and providing data and analysis to inform the decision-making process for the senior management group at the library.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Gather monthly operations and program statistics and compiles reports for library management and library board; enter data on key performance indicators as directed by the Performance Office.
- Gather data and draft quarterly cost savings/efficiencies reports.
- Provide basic reporting on use of library materials, overall and by branch, home location, database use, items on hold, patron group. Also report on monthly database and Overdrive electronic uses.
- Analyze material usage data and assists in formulating recommendations for collection development initiatives.
- Perform research and provide analysis of results on a wide range of topics as assigned by supervisor or director.
- Compile reports for the Texas State Library & Archives Commission, American Library Association and other entities.
- Assist with training staff on various steps in the acquisitions, selections, and deselections process. Produce weeding and inventory reports as requested by selectors. Assist with Budget tracking.
- Compile and analyze data for benchmarking with other libraries.
- Participate in overseeing the overall functioning of the Annex location as a library branch. Ensure that holds, re-shelves, shifting, relocations all run smoothly.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Regularly work a variety of Reference desks, answering reference and other types of questions for patrons in person, online, through email, and via telephone by utilizing the various print collections, online resources, the Internet, or by making referrals at a variety of service desks and locations.
- Select and order materials in assigned selection areas, including prioritizing, tracking and maintaining a budget.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 6 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Level of Financial Responsibility – selects in areas that have been allocated a total of about \$30,000.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Bachelor's degree from an accredited college or university.

EXPERIENCE

- At least two (2) years of library work experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- None.

KNOWLEDGE OF

- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstances.
- Library Operations: Principles and practices for basic library operations, including cataloging systems, reader's advisory techniques and reference services.
- Office software: Current word processing, presentation, spreadsheet, and database programs used by the City of Irving.
- Record Keeping: Principles and practices for collection and recording of information for use in report presentations.
- Statistical Principles: Principles and processes dealing with the collections, analysis, interpretation and presentation of quantitative data.

SKILLS AND ABILITIES IN

- Written and Oral Communication: Communicating information and ideas in writing, as well as through speech, so others will understand
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- System Ability: Multi-tasking by working with multiple software packages simultaneously.

- Research: Conducting research including design and measurement, sampling and survey, and data handling by the use of computers.
- Organizational Strategies: Tracking multiple variables by sorting, grouping & calendaring.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Problem Analysis: Identifying and defining problems, collecting data, establishing facts, and drawing valid conclusions.
- Reporting: Presenting data, procedures, conclusions, recommendations and reports in a cogent, comprehensive and easy to follow manner.
- Time Management: Managing time wisely to meet assignment deadlines and achieve goals.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Maintaining Current Knowledge: Reading, analyzing and interpreting business and professional journals, technical procedures, government regulations; gleaning common best practices.

GUIDANCE RECEIVED

General Standards

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

OUTSIDE CONTACTS

Internal contacts – Occasional contact with other city departments. Mostly at the below director level. Some contact with city management as a provider of information.

External contacts – Occasional contact with schools, city and state organizations, other professional organizations within the Library and Information Sciences arena. Contact with outside vendors and professionals. Regular contact with the public in libraries.

EQUIPMENT AND PROPERTY

Computers, Copiers, Printers, Fax Machines, Telephones, Other Office Equipment, meeting room technology, digital cameras.

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.*

The employee is required to listen, see, sit, and or talk, grasp, feel, handle, kneel, stand or walk. S/he is often required to climb, crawl, drive a vehicle, lift up to 50 lbs, and or smell. Specific vision abilities required by this job include close vision, and distance vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The environment in which the employee works is indoors, has regular exposure to dust and other indoor contaminants, possible electrical hazards; and occasional to rare exposure to precarious or high work places, noise, violence, and or potential for aggressive or hostile interaction. The job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually quiet to moderate. Exception: some locations are moderate to noisy. The dust and particulate level is high for an office environment.

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

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.