

## AMERICAN FILM INSTITUTE

### JOB DESCRIPTION

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**POSITION:** Library Manager  
**DEPARTMENT:** Louis B. Mayer Library, AFI  
**LOCATION:** Los Angeles Campus  
**COVID-19 PROTOCOL:** AFI requires full vaccination against COVID-19 for all employees, subject to limited, legally required exceptions. Proof of vaccination, or documentation supporting an exception to this policy, will be required prior to employment

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#### **PRINCIPAL RESPONSIBILITIES**

The Library Manager is responsible for assisting with the overall administration of library operations and acts as a liaison between the library staff, patrons, and the Library Director. The Library Manager oversees the daily operations of the circulation desk and the library physical spaces in coordination with the facilities department, and ensures continuous access to library services for Faculty, Fellows, and staff.

#### **PRINCIPAL DUTIES**

- Report directly to the Library Director and assist with the formulation of policies and procedures.
- Foster excellent customer service by providing assistance to library users, resolving complex problems and providing timely response to user service-related requests.
- Create the weekly staff schedule to ensure the circulation desk is staffed at all times during hours of operation.
- Oversee part-time Library staff; provide training for the Library circulation staff to ensure quality control of their work. Ensure the duties and projects of the Library staff are completed in a timely manner.
- Carry out performance reviews for the Library Assistants.
- Monitor and respond to the library email inbox in a timely manner.
- Create documentation regarding training and instruction for circulation staff.
- Communicate with Fellows, faculty and staff regarding overdue library materials.
- Track payments of fines and coordinate receipts with AFI's Finance team.
- Manage budgets for part-time staff and/or specific programs.
- Oversee and coordinate the ordering of DCP and film prints on behalf of faculty.
- Assist in the cataloging of the Cycle, Thesis, and DWW films in a variety of formats, for the library OPAC. Perform quality control of cataloging.
- Provide circulation and reference services on a daily basis.
- Understand and carry out library policies.
- Continually seek new ways to improve efficiency in user services.

- Coordinate with the Library Director to evaluate library services and contribute to improvements and innovations in all areas of operation.
- Contribute to and coordinate the library web site and intranet presence on the AFI Community site, and social media presence.
- Assist the Library Director with collection maintenance and development as needed.
- Collect and report statistical data related to collections usage, service desk transactions, and building use.
- Serve as primary contact for building management issues by submitting facilities work orders, and ongoing communication. Ensure that Campus Operations are aware of library operating hours and/or security concerns.
- Perform other duties and responsibilities as assigned.

### **EXPERIENCE/SKILLS REQUIRED**

- Bachelor's degree required.
- Minimum three (3) years experience in an academic, special library or similar arts organization, ideally in a user-facing service-oriented role.
- Demonstrated proficiency in the use of databases.
- Excellent administrative, organizational and record keeping skills.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Can work independently while being an integral member of a high-functioning team.
- Proven project management skills with the ability to take a project from conception through completion with minimal supervision.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Strong time management, organizational and multi-tasking skills
- Superior database management and computer skills with expertise in Word and Excel.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results oriented team.
- Must be flexible and take initiative.
- Ability to work under pressure.
- Knowledge of film history and production is desirable.
- Must be able to lift boxes up to 25lbs.

### **SUPERVISION**

The Library Manager performs all duties and responsibilities under the guidance and supervision of the Library Director.