

CLASSIFICATION SPECIFICATION

Resource Center Manager

FT/PT Class Code: 3024, 3524 Pay Grade: B/C 13 FLSA: Exempt Rev. 02/18/02

SUMMARY STATEMENT: An incumbent manages the Resource Center designed to provide educators and parents with a central facility where new materials can be evaluated for use in teaching children.

NATURE AND SCOPE:

An incumbent in this class typically reports in to the Head Librarian and supervises clerical staff. The incumbent works with school districts, State agencies, intensive learning centers, the University of Delaware, and correctional facilities to provide materials to meet their specific needs. Significant aspects of this position are maintenance of the Library and visiting schools to teach “in-service” classes.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Oversees the day-to-day operation of the Center; trains, supervises, and evaluates the performance of subordinates.
2. Contacts text publishers when the curriculum changes to obtain the latest books for consideration by the school districts; maintains the Library.
3. Prepares budgets for salaries, equipment, operations, and expenses. Prepares proposals for funding submittal to the Department of Public Instruction.
4. Oversees the publication of newsletters and listing of new acquisitions. Writes articles about the activities of the Center.
5. Gives presentations to various civic groups, faculty meetings, etc., informing them of the work of the Center.
6. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of educational needs of the community and special schools.
- ◇ Knowledge of teaching methodology and materials.
- ◇ Knowledge of accounting methods and procedures.
- ◇ Knowledge of available educational resources.

KNOWLEDGE, SKILLS, AND ABILITIES, cont'd:

- ◇ Knowledge of computer operations.
- ◇ Knowledge of Library procedures and practices.
- ◇ Ability to communicate effectively.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field and two (2) years of relevant experience; or other equivalent combination of education and experience.