

# **Metropolitan Library System**

## **Chain of Command**

*January 2010*

### **System Over-All**

1. Executive Director
2. Deputy Executive Director/Technology
3. Deputy Executive Director/Materials & Outreach
4. Deputy Executive Director/Library Operations
5. Deputy Executive Director/Finance & Support
6. Director of Human Resources

### **Downtown Library Building**

Situations involving the Downtown building (not just the Downtown Library) are to be coordinated between the Downtown Library Chain of Command and the System Over-All Chain of Command in conjunction with Security if the issue is a matter of security of customers and/or staff.

### **Agencies**

#### **Business Office**

1. Deputy Executive Director/Finance & Support

#### **Construction Management**

1. Director of Construction Management

#### **Development and Volunteer Services**

1. Director of Development

#### **Human Resources**

1. Director of Human Resources
2. Benefits Manager
3. Employment Manager

#### *Employment*

1. Employment Manager
2. Human Resources Specialist

#### *Benefits*

1. Benefits Manager
2. Benefits Specialist

#### *Security*

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1. Security Manager
2. On-duty library Security Officer

### Information Technology

1. Deputy Executive Director/ Technology
2. Director of Information Technology
3. Information Technology Manager
4. Computer Operations Supervisor

### Maintenance

1. Director of Facilities Maintenance
2. Maintenance Technician II (Randy Knutson)
3. Administrative Specialist

### Marketing and Communications

1. Director of Marketing and Communications
2. Visual Communications Manager

### Materials Services

1. Deputy Executive Director/Materials and Outreach

#### *Cataloging and Interlibrary Loan*

1. Cataloging Manager

#### *Materials Selection*

1. Materials Selection Manager

#### *Outreach*

1. Director of Outreach Services
2. Senior Services Coordinator
3. Young Adult Services Coordinator
4. Children's Services Coordination
5. Community Information Coordinator
6. Come Read with Me Coordinator
7. Outreach Technician

#### *Technical Processing*

1. Technical Processing Manager

### Planning Services

1. Deputy Executive Director/Library Operations

### Library Operations

1. Director of Library Operations
2. Deputy Executive Director/Library Operations

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### *Belle Isle Library*

1. Manager of Library Operations
2. Assistant Manager of Library Operations
3. Librarian-in-Charge
4. Circulation Clerk from most to least seniority

### *Bethany Library*

1. Manager of Library Operations
2. Designated Librarian-in-Charge
3. Librarian (not designated as in-charge)
4. Circulation Clerk from most to least seniority

### *Capitol Hill Library*

1. Manager of Library Operations
2. Librarian
3. Associate Librarian
4. Circulation Clerk from most to least seniority

### *Choctaw Library*

1. Manager of Library Operations
2. Librarian-in-Charge
3. Associate Librarian
4. Library Assistant (H-T)
5. Circulation Clerk from most to least seniority

### *Del City Library*

1. Manager of Library Operations
2. Librarian-in-Charge

### *Downtown Library*

1. Manager of Library Operations
2. Assistant Manager of Library Operations
3. Librarian-in-Charge

### *Edmond Library*

1. Manager of Library Operations
2. Assistant Manager of Library Operations
3. Librarian-in-Charge

### *Midwest City Library*

1. Manager of Library Operations
2. Assistant Manager of Library Operations
3. Librarian-in-Charge / Full-Time
4. Circulation Clerk with most seniority

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### *Ralph Ellison Library*

1. Manager of Library Operations
2. Librarian-in-Charge

### *Southern Oaks Library*

1. Manager of Library Operations
2. Assistant Manager of Library Operations
3. Librarian-in-Charge

### *The Village Library*

1. Manager of Library Operations
2. Librarian-in-Charge

### *Warr Acres Library*

1. Manager of Library Operations
2. Librarian-in-Charge
3. Circulation Clerk from most to least seniority