

LIBRARY SUPERVISOR

DEFINITION

To plan, organize, direct, and supervise in the work of assigned library personnel; to plan and implement a variety of library activities and programs, including public, technical and/or virtual library services; and to perform difficult and complex professional library work.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management staff.

Exercises direct supervision over professional, technical, and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for a variety of library programs and activities; recommend and implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of assigned staff involved in library activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for materials and supplies; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; conduct performance evaluations.

Develop and implement programs, activities, and events to promote library use and awareness of library services.

Perform the most difficult professional work in providing reference and reader's advisory services to the public; provide technical expertise related to the purchase, classification, cataloging, and discarding of collection development.

Oversee maintenance, use, and security of assigned library facilities; oversee library technology related to automated systems, databases and related hardware and software used by staff and customers; oversee and participate in the installation of software, system configuration and software and hardware troubleshooting in support of the City's virtual library.

Evaluate operations and activities of assigned unit; implement improvements and modifications; prepare various reports on operations and activities; plan and forecast future technology needs and improvements to enhance library services and activities.

Coordinate assigned unit/section activities with other City divisions or departments.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of library science, including application and use of information technology systems.

Public library service development and policies and procedures.

Principles and practices of collection development, circulation, programming information and technical services.

Principles of supervision, training, and performance evaluation.

Principles of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances, and rules.

#### Ability to:

Organize and supervise the work of assigned library personnel and perform the most difficult and complex professional library work.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; intermittently push and pull carts; stand and sit continuously

when on a public desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Oversee technology systems used within the library system.

Supervise, train, and evaluate assigned personnel.

Interpret and explain pertinent library and City policies and procedures.

Analyze and identify future trends related to technology, programs, and collection maintenance.

Protect patrons right to intellectual and information freedom.

Prepare a variety of reports and maintain accurate records and files.

Operate a personal computer with proficiency and familiarity.

Work weekends and evening shifts as required.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

#### Experience and Training

A typical way to obtain the required knowledge and abilities would be:

##### Experience:

Three years of increasingly responsible experience performing professional library duties, including one year of lead experience.

AND

##### Training:

A Bachelor's degree from an accredited college or university.

Possession of a Master's degree in Library Science/Information Studies is preferred.

#### License or Certificate

Possession of a valid California driver's license by date of appointment.

02-10-24	Updates
08-25-12	
09-19-11	
07-12-06	
10-01-05	Library Supervisor