



FLSA: COVERED  
EEO: 2  
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## **LIBRARY SUPERVISOR**

### **DEFINITION**

Under general direction, supervises, organizes, oversees, coordinates, and reviews the work of library staff and volunteers performing difficult and complex professional and technical support related to all programs and activities of library branches and/or functional area(s) in the Library Services Department; supervises, organizes, oversees and coordinates major functions and activities of the Library.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position supervisory classification within the County Library system. The incumbent is responsible for planning, organizing, supervising, reviewing and evaluating the work of circulation staff either directly or through lead workers and perform many of the department's day-to-day administrative functions and assisting in short- and long-term planning, development, and administration. The incumbent is also expected to independently perform the full range of supervisory and all functions of the circulation desk. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

### **REPORTS TO**

County Librarian

### **CLASSIFICATIONS SUPERVISED**

Branch Library Assistants, Library Technicians, Library Literacy Coordinator, and volunteers.

### **EXAMPLES OF DUTIES**

*The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.*

- Supervises, and oversees the daily functions, operations, and activities of the County's Library system, including branch operations.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs and for the Library; recommends within departmental policy, appropriate service.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel.
- Provides or coordinates staff training; works with employees on performance issues.
- Recommends the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitors expenditures.
- Orders, receives, inspects, processes, and distributes supplies, periodicals and all library materials.
- Identifies, processes, and follows up on missing and damaged materials.
- Receives and inspects shipments of library materials and reconciles shipment contents against purchase documents.
- Participates in collection development in assigned subject areas; reviews and recommends for purchase books, recordings, periodicals, electronic reference sources, and other library materials based on the needs of the community and knowledge of subject matter and publishing trends; evaluates the Library's collection with respect to content and the physical condition of materials; recommends books and materials for retention, updating, replacement or removal.
- Assists in ensuring the proper maintenance and use of Library equipment.
- Compiles and evaluates data for statistical and program performance reports as required; prepares and submits Library reports as required.
- Stays abreast of new trends and innovations in the field of information technology and related library systems; researches emerging products and enhancements and their applicability to Library needs.
- Participates in the coordination of special projects, such as technology upgrades and installations; participates in assessing and analyzing the need for technology system upgrades; procures information technology equipment and supplies.
- May participates in meetings, committees, or projects intended to enhance services or promote consistent policies and procedures across the department.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Assists circulation staff as needed including checking books in and out, emptying book drop, registering patrons for library cards, placing holds on books, reserving computer equipment, interlibrary loan requests and collecting fines and fees; may assist at reference desk as needed including answering questions and assisting patrons.
- Performs other related duties as assigned.

## **ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, selection and training of assigned staff, either directly or through subordinate levels of supervising, including work planning, assignment, review and evaluation, and the training of staff in work procedures. Library operations, practices, policies, and procedures.
- Classification, cataloging, and filing systems used in libraries.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and procedures of record-keeping, research and technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

### **Ability to:**

- Participate in recommending goals, objectives, and practices for providing effective and efficient services.
- Plan, organize, schedule, assign, review and evaluate the work of assigned staff; train assigned staff in work procedures.
- Participates in evaluating and developing improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of manual and computerized record keeping systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.

- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- React calmly and quickly in emergency situations.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; lift books and other materials; frequently stand, bend and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of computers and other technology.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office; continuous contact with staff and the public.

### **TRAINING AND EXPERIENCE**

*Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:*

#### **Education**

Equivalent to completion of twelfth (12<sup>th</sup>) grade and two (2) years of college-level coursework in business, accounting, or a related field.

#### **Experience**

Five (5) years of increasingly responsible library experience, including at least two (2) years in a lead capacity.

### **SPECIAL REQUIREMENTS**

Possession of an appropriate, current, and valid California Driver's License issued by the California Department of Motor Vehicles.