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## LIBRARY SUPERVISOR

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### **DEFINITION**

Under general direction, plans, organizes, develops and implements programs and activities of the Library's Youth Section, or Adult Section; participates in and supervises those performing professional and complex library work in the assigned section.

### **SUPERVISION EXERCISED**

Trains, supervises and evaluates subordinate personnel.

### **EXAMPLES OF DUTIES**

*Duties may include but are not limited to:*

Assist individuals and groups in locating, checking in and out library materials; provide information and orientation to library facilities and services; explain and assist patrons in the use of reference materials and sources.

Participate in and supervise the conduct of research for patrons using technological resources; respond to correspondence regarding special reference inquiries.

Participate in and supervise the selection, ordering, cataloging and classifying of new books, materials and online databases; authorize binding and replacement or removal of materials from collection.

Develop and implement goals, objectives, policies, procedures and priorities to meet community needs.

Develop, implement and monitor budget for supervised section.

Plan, develop and implement programs, services and materials promoting reading, outreach activities and library use.

Instruct patrons in Internet, print and electronic resources, technology and digital equipment.

Provide documents, statistics, referrals and other resources to patrons, staff and outside organizations.

Prepare and present reports at Library Board, Library Foundation and Friends of the Library meetings.

Read professional literature; attend conferences and training to stay abreast of trends in Library services.

Train, schedule, supervise, evaluate, motivate and discipline subordinate personnel.

Identify and resolve issues and problems, assign work plans and projects, monitor work flow and review and evaluate work products, methods and procedures.

Develop and maintain partnerships with individuals and community organizations.

Represent the Library and City at community, professional and regional meetings.

Prepare requests for proposals and bid specifications; monitor and evaluate vendor performance; manage vendor contracts.

May write, administer and manage grants.

Perform related duties as assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Best practice library procedures, principles, practices, methods and computer equipment.

Current trends in library and information science, including literacy programs of adults and children.

Publishers, authors and vendors.

Techniques used in dealing with the public and customer service.

Criteria for materials selection and removal and cataloging.

Program development and implementation.

Techniques and principles used in training, supervising, evaluating, motivating and disciplining subordinate personnel.



Principles of budget development and management.

Principles of grant development and management.

Technology used in Library administration.

Ability and Skill to:

Assess needs, create and present special programs for a variety of constituencies.

Respond to questions from the public and staff.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Train, supervise, schedule, evaluate, motivate and discipline subordinate personnel.

Develop and administer budget, grants and contracts.

Perform duties of an emergency worker in the event of a natural or other disaster.

### **QUALIFICATIONS**

*Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:*

Master of Library Science and three (3) years experience in the library field. Bilingual skills desirable.

### **LICENSE OR CERTIFICATE**

Must possess appropriate CA DL and a satisfactory driving record; American Red Cross certifications in C.P.R./ First Aid and Automated External Defibrillator (AED) Essentials.

### **ESSENTIAL JOB FUNCTIONS/A.D.A.**

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person



Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

