



<b>DATE</b>	April 2015
<b>JOB CODE</b>	
<b>FLSA</b>	EXEMPT
<b>EEO</b>	

JOB TITLE: Library Supervisor  
 DEPARTMENT/DIVISION: Library  
 REPORTS TO: Library Director

**SUMMARY:** Responsible for supervising the workflow of a specific unit within the library. Duties include: hiring, training, evaluating, coaching and counseling staff within the unit; serving on library management team; chairing library committees; developing and administering policies and procedures for area of responsibility as well as general policies; handling escalated customer complaints; managing vendor relationships; and assisting in the planning and development of library budget. Work is performed with general direction, working from broad goals and policies.

**ESSENTIAL JOB FUNCTIONS:**

- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Provide leadership to Library Selectors team, which helps to maintain and keep the library collection current and useful to the community.
- Responds to inquiries from the public in person and over the phone to help them obtain the information they are seeking; conducts research to locate related information.
- Solicits short-term bids from vendors, which includes defining specifications and recommending vendor selection.
- Monitor compliance with contract terms and specifications. Evaluate the performance of external contractors/vendors.
- Coordinates and monitors the development, implementation, and monitoring of the budget in assigned area of responsibility. Maintains account balances and processes related financial paperwork.
- Performs other duties as assigned.

**POSITION SPECIFIC JOB FUNCTIONS:**

**Acquisitions:**

Responsible for acquisitions of library materials in all formats, including firm orders, approvals, and subscriptions. Will direct and evaluate the development of the library collection. Will work closely with the Library Branch Manager and library selectors to establish and execute ongoing collection review. Will prepare specifications and evaluate bids for the procurement of products and services. Prepare materials budget estimates, establishing fund allocations, monitoring expenditures, and fiscal closing using library integrated system. Maintain acquisitions data and statistics. Participates in/on a variety of meetings, teams, committees, and/or other groups to receive and convey information.

### **Youth Services:**

Responsible for the development, marketing, coordination, implementation and evaluation of services to youth (preschool, elementary, and teens), including annual Summer Reading Program; responsible for Youth Services volunteer and staff training, communicating library services for youth to all library staff, local schools and the community; preparing and managing the Youth Services budget; working with Branch Managers to maintain/improve the Kids Place and teen space at both libraries.

### **Systems:**

Responsible for performing technical system activities to include: updating, maintaining, and managing access to the library's automated system, web page, and computer equipment; troubleshooting software modules; providing technical assistance to staff; coordinating activities with software/hardware vendors; collaborates with city's Information Technology (IT) department on the resolution of complex problems; and consulting with library management on new technologies, and system upgrades.

### **SUPERVISORY/BUDGET RESPONSIBILITIES:**

- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employee follows policies and procedures
- Maintains and manages the Library's materials budget, including grant funds, using Innovative Interface, Inc. (III) software.
- Work requires limited supervision and the use of independent judgment and discretion.

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

- Knowledge of library science principles and practices;
- Knowledge of research methods and practices;
- Knowledge of electronic databases;
- Knowledge of trends related to areas of assignment;
- Knowledge of reference materials, techniques, and practices;
- Knowledge of print and online reference sources;
- Working knowledge of integrated library systems, preferably Innovative Millennium;
- Skilled in delegating and prioritizing work;
- Skilled in developing and administering budgets; strong basic mathematical skills;
- Skilled in evaluating web sites for reliability, accuracy, and appropriateness;
- Skilled in conducting Internet searches;
- Skilled in preparing clear and concise reports;
- Skilled in providing customer service to internal and external customers;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals;
- Ability to work in cross-organizational collaboration.

**MINIMUM QUALIFICATIONS:**

- Master's degree in Library Science from an ALA accredited school.
- Two years progressively responsible library experience.

**PREFERENCES:**

- One year of supervisory experience

**WORKING CONDITIONS:**

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds
- Work is typically performed in a standard office environment

**CONDITIONS OF EMPLOYMENT:**

- Must satisfy pre-employment drug test
- Must satisfy criminal history check
- Must satisfy motor vehicle records check