



DATE	August 2023
JOB CODE	
FLSA CODE	EXEMPT ADMINISTRATIVE
EEO	

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

SUMMARY: Responsible for supervisory activities related to a specific team and its members within the Library department. Additional duties include: 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; supporting outreach and representing the Library in the community, and assisting in the planning and development of library budget. Work is performed with general direction, working from broad goals and policies.

Adult Services:

- Responsible for the development, coordination, implementation, and evaluation of services and programs for adults of all ages. Plans, organizes, and supervises the activities of the adult services team; develops and offers a variety of reading, educational and cultural programs for young adults and adults to encourage library usage and to foster community relations; assists library patrons in the use of library services, facilities, and equipment. Recruits, hires, trains and evaluates Adult Services volunteers. Works closely with other Library Supervisors and Library Management Team members to maintain/improve the adult user experience in the community.

Community Engagement:

- Responsible for identifying and developing strategies and methods to increase the library profile and users within the community. Works to identify, develop, and maintain community partnerships. Coordinates opportunities for library participation in local events and evaluates community needs. Lobbies for financial and in-kind support from individuals and organizations. Executes community activities in line with strategic goals and collaborates with Library and City staff to develop and direct marketing strategies.

Collection Resources:

- Responsible for the acquisition and management of library materials in all formats. Administers and manages the library’s physical and digital materials budget, including grant funds, using the integrated library system. Selects and maintains several library collections, both physical and digital. Works closely with other Library Supervisors and Librarian selectors to establish and execute ongoing collection development. Prepares specifications and evaluates bids for the procurement of products and services. Prepares materials budget estimates, establishes fund allocations, monitors expenditures, and performs fiscal year closing using the integrated library system. Maintains collection data and statistics and coordinates with other units to report department performance measures. Provides leadership to Librarian Selectors team and trains selectors in selection policies and procedures. Edits, updates, and implements the Collection Development Policy. Maintains record of collection policy decisions. Collects, analyzes, and reports library performance measures, both internally and externally.

Youth Services:

- Responsible for the development, coordination, implementation, and evaluation of services and programs to youth (0-18 years of age). Plans, organizes, and supervises the activities of the youth services team; develops and offers a variety of reading, educational and cultural programs for youth and families to encourage literacy, library usage and to foster community relations; assists library patrons in the use of library services, facilities, and equipment. Recruits, hires, trains and evaluates Youth Services volunteers. Works closely with other Library Supervisors and Library Management Team members to maintain/improve the youth and family user experience in the community.

Systems:

- Advise and assist in the use of technology systems that support delivery of customer service to the public. Responsible for the development, coordination, implementation, supervision, and evaluation of technical system activities within the Library department. Coordinates with city Information Technology (IT) department on the resolution of library technological issues and projects.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Supervises staff to include: hiring, prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employee follows policies and procedures
- Maintains and manages the library unit's budget, including grant funds, using integrated library system.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of library science principles and practices
- Knowledge of research methods and practices
- Ability to work in cross-organizational collaboration
- Knowledge of advanced theories and principles related to area of assignment
- Knowledge of applicable databases
- Knowledge of applicable Federal, State, and Local laws, rules, regulations, codes, and/or statutes
- Knowledge of book selection principles
- Knowledge of library reference and circulation procedures
- Advanced knowledge of Library systems, integrations and programs for area of assignment
- Skilled in application of management principles and practices
- Knowledge of mathematical principles, including basic statistics
- Knowledge of public relations principles
- Knowledge of trends related to areas of assignment
- Skilled in applying independent judgement, personal discretion and resourcefulness in interpreting and applying guidelines
- Skilled in communicating effectively with a variety of individuals
- Skilled in defining problems, collecting data, establishing facts and drawing valid conclusions
- Skilled in delegating and prioritizing work
- Skilled in evaluating web sites for reliability, accuracy, and appropriateness

- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals
- Skilled in maintaining sensitive and confidential information
- Skilled in operating modern office equipment, related software and web applications
- Skilled in preparing clear and concise reports, including oral, written, and audio/visual presentations
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures
- Skilled in resolving customer inquiries and concerns

MINIMUM QUALIFICATIONS:

- Master's degree in Library Science, or a related field
- Intermediate to Advanced knowledge of Microsoft Office programs, including Word, Excel, and Outlook
- Two years progressively responsible experience

PREFERENCES:

- One year of supervisory experience
- Fluency in a second language, preferably Spanish or Korean

WORKING CONDITIONS:

- Work is performed in public library environment; may include outdoor community events.
- Must be able to stoop, bend, walk and reach and retrieve items from heights up to 7 ft. with the aid of step stools
- Sits and stands for extended period of time assisting customers with public access catalog training, retrieving materials and answering desk phones.
- Must be able to push, pull or lift up to 25 pounds.
- Local travel may required on an as needed basis

CONDITIONS OF EMPLOYMENT:

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