



SUPERVISING LIBRARIAN

JOB SUMMARY: Under general supervision, performs high-level professional work in a public library; supervises and participates in the daily operations in one of the major library units; assumes overall responsibility of a library facility in the absence of administrative staff; oversees the work of professional, paraprofessional, and clerical personnel and participates in policy decisions and implementation as part of the library management team; performs other work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is characterized by its responsibility for the administration and operation of a major library unit. This class is distinguished from Senior Librarian by the size and/or complexity of the library operations supervised and level of independence for decision making.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Plans, organizes, directs, and participates in the activities of a major library unit.
2. Manages programs, displays, reference/reader's advisories, materials selection/de-selection, acquisition, cataloging and processing of materials in assigned unit.
3. Supervises and directs the activities of staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.
4. Assumes responsibility for the overall operation of assigned library facility in the absence of administrative staff.
5. Plans, implements, and encourages staff development through meetings, instruction, and in-service training; attends required training and development meeting/workshops.
6. Submits preliminary budgets recommendations for the Library's annual budget.
7. Keeps records and prepares periodic reports.
8. Develops procedures for collection use.
9. Coordinates complex activities and library programming with other library units, City programs services, and facilities.
10. Establishes and maintains effective working relationships with staff, other city departments, other outside agencies, educational institutions, and neighboring jurisdictions to share library resources to benefit the community.
11. Identifies and monitors community needs for library services and tailors them to meet those needs; coordinates outreach to the community to increase patronage.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

EDUCATION: Master's Degree in Library Science or a closely related field.

EXPERIENCE: Three years of professional / technical experience in a library environment, preferably in a public library.

KNOWLEDGE OF:

- Considerable knowledge of supervisory principles and techniques.
- Knowledge of library operations.
- Knowledge of current computer technology as it relates to library operations.
- Knowledge of principles and techniques for reference research and book selection.
- Knowledge of children's literature and library services to children.

ABILITY TO:

- Ability to work some evenings and weekends.
- Ability to train, supervise, and evaluate staff at all levels, including other professional staff.
- Ability to solve complex problems and participate in policy decision making / policy implementation.
- Ability to perform the position's essential functions and to demonstrate integrity and a strong work ethic.
- Ability to analyze community needs and interest in order to make appropriate materials selection, programming and services decisions.
- Ability to use considerable initiative and independent judgment.
- Ability to inspire personal accountability, teamwork, and to create a collaborative work environment.
- Ability to communicate effectively both orally and in writing.
- Ability to work with and understand the needs of a diverse customer base to make a positive impact on the community.
- Ability to establish and maintain effective working relationships with other employees and the public.

LICENSES:

- Valid Class C California driver's license.
- Acceptable driving record at time of appointment and throughout employment.

CERTIFICATIONS:

- N/A

SPECIAL REQUIREMENTS:

- N/A

DESIRABLE:

- Ability to speak, read, and write a second language (particularly Spanish).

ADDITIONAL INFORMATION:

FLSA Exemption Status: Exempt
Employee Unit: #5, Technical / Professional Services
Job Family: Library - Professional
Class Progression: Librarian
Senior Librarian
Supervising Librarian
Associate Library Director
Library Director

Reports to: Varies
Supervises: Varies

CLASS HISTORY:

Date Class Established: N/A
Revised Dates / Reason: 7/19/2011/ Content and Format
Previous Title(s): Librarian III
Approved By HR Director: *Linda Matthews*
Date Approved: *7/19/11*