

SUPERVISORY LIBRARIAN

JOB DESCRIPTION

Classification Responsibilities: A Supervisory Librarian performs a full-range of professional Librarian duties, provides program coordination and supervision of professional and paraprofessional-level employees in a specialized Library area (Collection Support Services, Outreach Services, Youth Services, or Reference Services). Depending on the assignment, responsibilities may include: selection, training, supervising, and evaluation of subordinate supervisors and staff, library interns, and other temporary employees; preparation and monitoring expenditures of a program budget; supervising collection support services; collection development and maintenance; coordinating and programming activities; updating the Library's working position descriptions; developing recommendations for the division budget for the area of supervision; participating in planning for new technology and future developments of the section supervised; and providing training in current trends, methods, and techniques. This class performs related duties as required.

Distinguishing Features: The Supervisory Librarian is distinguished from the Librarian III class by the administrative responsibilities for a specialized library section. The Branch Coordinator I class is distinguished from the Supervisory Librarian by the responsibility of managing the operations of a full-service branch Library. Supervision is received from an Assistant Library Director or Library Director who reviews work through conferences, reports, and results achieved. Night and weekend work may be required, depending on the assignment. This class is FLSA exempt-administrative.

Community Engagement and Outreach Assignment:

- Oversees the outreach unit which is responsible for the Express library, satellite, and bookmobile services.
- Serves as Community Engagement Coordinator for the Mesa Public Library system, providing a variety of programming and outreach opportunities and creates systemwide community engagement standards for library staff.
- Fosters library engagement through collaboration, relationship building and partnerships with City Departments and other community partners.
- Coordinates and plans community programs and events.
- Coordinates and analyzes systemwide calendars to ensure community interests are being reflected in library services and makes recommendations to library administration for how to improve library services to best serve the community.
- Uses innovation to link resources and customers through new and expanded services.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an American Library Association accredited college or university with a

Master's Degree in Library Science, Library and Information Studies, or Information Studies.
Considerable (3 - 5 years) professional Library experience, including good (1 - 3 years) supervisory experience.

Special Requirement. Must possess a valid Class D Arizona Driver's License by hire or promotion date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience in specific program area (example: Collection Support Services, Outreach Services, Youth Services, or Reference Services) preferred. Bilingual skills: ability to speak, translate, and write English and Spanish is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, vendors, and management in order to communicate the needs of the service unit and to help patrons understand the services, and to explain and coordinate program area. Prepares reports, performance appraisals, memos, annual budget, analyses of Library collection and statistics, and policies and procedures in order to describe departmental accomplishments, explain and communicate Library and City policies, and justify requests for funding.

Manual/Physical: Operates a variety of standard office equipment and computer software including a personal computer (PC), laptop, and other electronic devices to help patrons locate information, write reports, staff evaluations, etc. Enters data or information into computer software and databases in order to use the Library's electronic information sources, and communicate with staff. Reviews the work product of others to ensure compliance with division standards. Monitors and evaluates information and work-related conditions to determine compliance with prescribed operating and safety standards.

Mental: Plans, organizes, and directs the activities of the assigned program area. Supervises and evaluates the work of subordinate personnel. Prioritizes and assigns work to personnel and prioritizes own work. Resolves procedural and operational problems. Coordinates work activities and program functions with other Library programs. Develops and prepares program policies and procedures, and short- and long-term objectives. Analyzes data and information to determine staffing levels and needs, use of Library materials, and allocation of funds for purchase of Library materials and supplies. Prepares and monitors a budget for a program or area. Participates in writing and evaluation of requests for proposals and monitors vendors selected. Comprehends and makes inferences from Library and City policies and procedures.

Knowledge and Abilities:

Knowledge of:

the principles and procedures of professional Library work, including methods, practices, and techniques of Library classification, cataloging, and references;
professional Library theories, issues, and trends;
supervisory practices and techniques;

modern management techniques and evaluation methods;
current library technologies;
the principles and techniques of Library materials selection, including standards and procedures;
computerized cataloging, bibliographical, and circulation system databases;
materials and services available in public libraries;
professional Library publications and the literature of librarianship;
techniques used in planning, team building, and goal setting;
the principles and methods of budget preparation and monitoring;
the purpose and methods of employee performance and training needs evaluation;
publishers, book vendors, and other suppliers of Library materials;
publishing, book trade, and book review media;
the principles and techniques of Library materials selection;
standard bibliographic sources, the on-line cataloging databases, and verification tools; and
trends in industry processes and functions.

Ability to:

communicate with and respond pleasantly to a demanding and diverse public in answering questions, explaining Library policies, and handling complaints;
make decisions in a timely manner;
understand the functions of the unit and its role within the library system;
exercise initiative in the improvement, development, and conducting of Library programs;
communicate clearly and concisely, both orally and in writing;
conduct training sessions; and
establish and maintain effective working relationships with management, City staff, vendors, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-Prof

JOB FCTN-ADM

INCREMENTS 62-200

PAY GRADE: 53

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