

## **SUPERVISORY LIBRARIAN**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Supervisory Librarian performs a full-range of professional Librarian duties, and provides program coordination and first-line supervision for supervisory staff, professional, and paraprofessional-level employees in a specialized Library section (Collection Support Services, Youth Services, or Reference Services). Depending on assignment, responsibilities may include: selection, training, 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; programming activities; coordinating programming or reference 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 training or providing for staff training in current trends, methods, and techniques. This class performs related duties as required.

**Distinguishing Features:** The Supervisory Librarian is distinguished from the Branch Librarian I and II classes by the administrative responsibilities for a 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 assignment. This class is FLSA exempt-executive.

### **QUALIFICATIONS**

**Minimum Qualification(s) Required.** Any combination of training, education, and experience equivalent to graduation from a library school accredited by the American Library Association with a Master's Degree in Library Science, Education, or a related field. Considerable (3 - 5 years) professional Library experience. Good (1 - 3 years) supervisory experience.

**Special Requirement(s).** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualification(s).** Experience in specific program area (example: Collection Support Services, Youth Services, 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, memoranda, 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), DYNIX, CD ROM indexes, and calculators to help patrons locate information, write reports, staff evaluations, etc. Enters data or information into a PC or CD ROM index 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. 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:

supervisory techniques and practices;  
modern management techniques and evaluation methods;  
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;  
gain cooperation without benefit of official authority;  
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; 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.

Revised 8/15

TO/vl

CS4444.DOCX(Full-time)

EEO-Prof SH-No

NDOT Safety-No

NDOT Random-No

DOT Safety-No

RESP-No

JOB FCTN-ADM

INCREMENTS 62-200

PAY GRADE: 52

Security-No

CDL-No

IND-8810

SWORN-No