

SUPERVISING LIBRARY ASSISTANT

JOB DESCRIPTION

Classification Responsibilities: A Supervising Library Assistant is responsible for supervising and directing the day-to-day library activities over Shelving Services or assists with supervising and directing Circulation Services. A Supervising Library Assistant performs duties and responsibilities which may include, but are not limited to, any combination of the following tasks: recruiting, selecting, scheduling, training, supervising, and evaluating full-time employees and part-time employees such as Library Assistants and Page employees and volunteers; handling difficult patron situations or vendors (example: fine negotiation, collections and credit reporting, policies and procedures, explaining Library procedures and policies, determining charges for damaged books, etc.); supervising the sorting and shelving of books; performing opening and closing procedures; represents the Shelving Unit and/or Circulation Unit at administrative meetings and serving on committees; compiling and producing statistical reports; and performing some of the major tasks of Library Assistants or Pages to help meet heavy workload demands. This class performs related duties as required.

Distinguishing Features: This class is distinguished from the Library Assistant classification by the responsibility for supervising a unit. A Supervising Library Assistant is supervised by a Branch Coordinator or a Branch Operations Supervisor who reviews work through conferences, meetings, reports, and results achieved. Night and weekend work is required. This class is FLSA nonexempt.

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 a Library Technician Certificate or two years of college-level coursework in, preferably, Liberal Arts, Library Science, or a related field. Considerable (3 - 5 years) library experience.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Some (6 months - 1 year) experience in a lead or supervisory capacity is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, contractors, subordinates, and volunteers to resolve problems, explain policies, and manage Circulation and Shelving Services activities. Interviews and selects new employees, and instructs and trains subordinates and volunteers regarding clerical and paging policies and procedures. Prepares written documents such as monthly reports, budget requests, policy and training manuals, and performance appraisals in order to express opinions and make recommendations. Conducts regular meetings with staff and volunteers and

provides input to Library management on issues that concern work unit procedures and policies. Interacts positively with staff to enhance effectiveness of work unit and internal customers and to promote productivity of work team.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures and policies. Inspects, monitors, and/or evaluates information, work-related conditions, or new equipment to determine compliance with prescribed operating and safety standards. Performs maintenance on equipment as needed (example: book carts, shelving). Operates a variety of standard office equipment such as a calculator, cash register, fax machine, laminator, and printers/copiers. Enters data or information into a personal computer (PC) in order to produce reports and performance appraisals. Prepares and updates work schedules to produce weekly and daily schedules. Performs physical inventories of equipment and materials. Uses a handcart and book trucks to move crates, boxes, and books weighing up to 150 pounds to deliver materials to the appropriate location. Uses a hand truck and book truck to move books and other library supplies weighing up to 35 pounds per box in order to transport books. Meets scheduling and attendance requirements.

Mental: Plans, organizes, and directs the activities of the Circulation and/or Shelving Services. Selects, supervises, trains, and evaluates the work of subordinate personnel. Prioritizes and assigns work to personnel and prioritizes own work. Resolves procedural, operational, and day-to-day problems with procedures and personnel. Coordinates work activities and program functions with other City departments, other cities, and other agencies. Develops departmental policies and procedures, short- and long-term objectives, and special projects. Conducts research and analyzes workflow data to facilitate work.

Knowledge and Abilities:

Knowledge of:

library circulation or shelving functions, procedures, operations, and responsibilities;
state and federal regulations regarding privacy, collection practices, and credit reporting;
the principles and practices of employee supervision, training, and evaluation; and
clerical accounting, records maintenance, and bookkeeping principles and practices.

Ability to:

supervise the work of others through planning, organizing, instructing, motivating, and evaluating performance objectively;
plan, organize, and perform work assignments with initiative and judgement;
work independently;
work cooperatively with supervisory staff;
interact with subordinates to establish and maintain effective working relationships;
Efficiently and accurately assist patrons with issuing library cards, check-out, check-in, and account fees;
check shelves to ensure materials are accurately shelved and neatly presented;
provide miscellaneous services, as needed, to the Library;
work accurately with detailed information; and
make simple arithmetic calculations, and balance and reconcile financial deposits.

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 do 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-Para
JOB FCTN-ADM
INCREMENTS 81-200

PAY GRADE: 43
IND-8810
SWORN-No