

SUPERVISING LIBRARIANDEFINITION

Under general direction, supervise professional and paraprofessional staff in assigned work unit. Perform complex professional library duties, specializing in adult, outreach, and/or youth services.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Supervise professional and paraprofessional staff that provides assistance to library users, including children, young adults and adults in the effective use of library collections, facilities, and services and personally assists users when appropriate. Recruit, interview, and schedule personnel. Evaluate staff performance and conduct performance appraisals. Counsel employees, utilizing progressive discipline and performance motivational techniques. Maintain general oversight of training of all work unit staff. Collaborate in the creation and attainment of work unit goals and objectives. Design, plan, organize, and monitor projects, activities, and programs of work unit. Assist in budget development and monitor expenditures for library materials of work unit. Analyze community needs and develop programs to meet those needs. Direct and participate in collection review and development in print and non-print formats. Search and explain book collection and electronic resources to patrons, and answer difficult reference or research questions. Develop, maintain, and enforce agency and section policies and procedures. Initiate and oversee team participation, outreach, and collaborative network activities. Draft memos, letters, documentation, grant proposals, and reports as needed to support all other functions. Establish and maintain professional and public relations. Participate cooperatively in work team activities. Actively participates in Total Quality Services processes. Performs other related tasks as required.

DISTINGUISHING FEATURES OF THE CLASS

Positions in this class differ from those in the class of Senior Librarian in the level of supervisory responsibility and in the scope and complexity of duties performed. Incumbents in this class perform the full range of supervisory tasks over full-time professional staff, whereas Senior Librarians serve as functional supervisors over these employees in the absence of the Supervising Librarian. Duties require a high level of independent judgment, interpretation of rules and procedures, expertise in staff and program development, and skill in planning and analysis of work unit goals and objectives. This class differs from administrative management library classifications by its smaller scope of responsibility and level of authority.

RECOMMENDED MINIMUM QUALIFICATIONS

Possession of a Master's degree in Library/Information Science from an American Library Association accredited program or recognized equivalent library degree. Minimum of three years of professional library experience including one year as a supervisor, or any equivalent combination of training and experience which provides the following knowledge and abilities.

DESIRABLE KNOWLEDGE AND ABILITIES

Knowledge of: advanced professional principles, practices, methods, and materials of an automated public library system, including material selection, acquisition, development, and management; classification and cataloging; principles and techniques of reference work; library automation and computerization; the local community and its needs; and principles/methods of supervision, coaching, training, public relations, and human resource management.

Ability to: perform complex professional library duties using independent judgment; supervise, direct, and train professional and paraprofessional staff; manage and direct work unit operations and the work of a diverse staff; communicate effectively and at a high level verbally and in writing; analyze data and write reports; initiate, plan, organize, and conduct library programs; establish effective working relationships with patrons, volunteers, staff, and community; use electronic resources including on-line catalog system and the Internet; and analyze community needs and design programs to meet those needs.

PHYSICAL REQUIREMENTS

Must be able to lift objects weighing up to 25 pounds and may be required to stand, bend forward, and reach overhead for sustained periods.

SPECIAL REQUIREMENT

If assigned to the Bookmobile unit, must be able to ascend and descend stairs in order to enter and exit the bookmobile and must be able to work in limited space and may work alone in the field. Must hold a current valid California Class C Driver's License when assigned to the bookmobile unit.

SPECIAL WORKING CONDITIONS

Must be willing and able to work evenings, split shifts, occasional holidays, and weekends on a rotational or as needed basis.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers demonstrate strong management skills including operational planning and staff development; they are innovative, creative problem solvers. They demonstrate excellent communication skills and enjoy working with multilingual library users and staff from various cultural and socioeconomic backgrounds. They possess a strong “customer first” multilingual commitment and are quick to identify and respond to patron needs. They are enthusiastic about providing quality library service and maintain an approachable, tactful, and patient demeanor in a highly demanding environment. They are well organized, detail oriented, flexible, and willing to undertake new tasks. They encourage working in a team environment for problem solving and continuous process improvements.

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