



## CITY OF POCATELLO CLASSIFICATION SPECIFICATION

### Library Services Supervisor

Department: Library	Reports to: Library Director	Pay Grade: H09
Date Established: 5/2014	Date Revised: 8/2018	FLSA Status: Non-Exempt

#### **CLASSIFICATION SUMMARY**

The Library Services Supervisor directs and oversees the daily operations and staff of a Library Division. Work includes directing and coordinating the delivery of services and supervision of staff ensuring that library policies and procedures are followed in one of four divisions:

Youth Services Supervisor - Responsible for children's and young adult programming, children's and young adult collection development and maintenance, coordination and communication with schools, childcare organizations and community services.

Technical Services Supervisor - Responsible for acquisition and cataloging of library material, including selection, ordering, receiving, physical processing, mending/repairing/weeding, cataloging, budgeting and general collection maintenance.

The Library Services Supervisor works with independent discretion in decision making and execution of responsibilities under general supervision of the Library Director and general guidance of the Associate Library Director. Work includes planning, organizing and implementing division programs, overseeing daily operations and activities, coordinating programs with other library divisions and staff, staff supervision, providing general patron services, addressing and resolving patron issues, and maintaining division records, reports and statistics.

The job requires functional knowledge of library operations and management practices with strong supervisory, customer service and communication skills. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, the Library Board of Trustees other organizations, and the general public.

The work is conducted in a general office and library environment with stable temperatures and a moderate level of noise.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Manages and coordinates the daily activities and staff of a library Division; directs and coordinates work flow. Develops and implements programs, processes and procedures for the assigned Division. Expands library services in the community through programming and events. Oversees the marketing of Division programs to promote public participation. Ensures that staff has what they need to accomplish their assignments in a safe working environment. Demonstrates ongoing efforts to improve library services and provide quality services to the public. Assists in daily customer service and operational tasks of the assigned Division to ensure customer satisfaction.

Supervises employees in assigned Division, including hiring, training, scheduling, assigning work, reviewing performance, motivating, disciplining, and termination when needed. Maintains an open line of communication with employees within and outside the assigned Division.

Audits daily transactions and other documentation. Identifies discrepancies and resolves irregularities within the guidelines and policies of the library. Interprets and applies library policies and procedures. Ensures patrons have a clear understanding of policies and procedures regarding services offered. Performs operational duties of the assigned Division as follows:

Youth Services – Plans, develops and implements youth programs such as story time, reading programs or others. Organizes and maintains programs for elementary school children and/or their parents to support and enhance literacy skills. Serves as school liaison and visits classrooms to maintain effective working relationships with principals, librarians, library aides and teachers in public and private schools. Develops and maintains children’s and young adult’s library collection. Manages outreach with the library book wagon.

Technical Services – Processes library materials for public use, including modifying records, printing spine labels and physically processing materials. Performs original cataloging of materials. Establishes and maintains databases for collection materials and budget codes. Performs mending procedures to damages books; determines book condition to use, repair or discard. Serves as Polaris Administrator to troubleshoot and resolve issues and train staff in cataloging procedures. Serves as 3M Cloud Library Administrator and assists the library’s webmaster in maintaining and updating the library website.

Answers inquiries and provides information and assistance to the public by telephone and in person. Maintains records and handles advanced patron complaints and disruptive individuals as needed.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

**CLASSIFICATION REQUIREMENTS:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

**Knowledge of:**

- Library operations and management practices related to the assigned Library Division;
- The principles, methods and practices of professional library science;
- Office practices and procedures, statistical analysis and research techniques;
- Policy development and administration;
- Program development and evaluation related to assigned Library Division;
- Employee hiring, training, scheduling, evaluation, and disciplinary techniques, methods, and objectives;
- Operation of a personal computer and job-related software applications;
- Customer service methods, techniques, and objectives;
- Federal (OSHA) regulations and City policies regarding safe work practices.

**Skill and Ability to:**

- Direct, manage and coordinate the daily operations and staff of the assigned Library Division;
- Plan, develop, organize, coordinate and implement library services and programs of the assigned Division;
- Hire, supervise, train, schedule, evaluate, and discipline employees, including terminations;
- Establish and maintain effective working relationships with employees and the public;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Provide exceptional patron services;
- Develop, implement, and enforce Department policies and procedures;
- Answer inquiries and provide information to the public by telephone and in person;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

### **ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- Bachelor's degree in Library Science is preferred;
- Three (3) or more years library experience related to the assigned Library Division;
- Experience in a supervisory capacity is preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

### **PHYSICAL REQUIREMENTS**

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials, manipulate tools, keyboard and type, reach with hands and arms, and operate job-related equipment. The employee must occasionally lift and/or move up to 25 pounds. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.