



NOVEMBER 2016
FLSA: NON-EXEMPT
Bargaining Unit: SU
JCN: 7618

~~County of El Dorado~~

JG

N#7818

January 2006

~~SUPERVISING~~ LIBRARIAN SUPERVISOR

DEFINITION

Under general direction, performs professional library work on a system-wide level or at a large branch library; supervises the work of librarians and library support staff; assists the ~~Library~~ Director of Library Services in preparing a branch library budget and in formulating policies and procedures; and performs related duties as assigned.

~~DISTINGUISHING~~ SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Library Services. Exercises direct and general supervision over professional, technical, and/or administrative staff.

CLASS CHARACTERISTICS

This is the ~~first~~ full supervisory level within class in the Librarian series. Incumbents are responsible for high level public planning, organizing, supervising, reviewing, and evaluating the work of librarians and library responsibilities including support staff. Responsibilities include administering the programs of a major library division or branch, providing advanced reference services, facility operation, collection management, and developing library policies and information systems. Incumbent supervises and evaluates the work of librarians and library support staff. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

This class is distinguished from Librarian I/II by the level of responsibility assumed and the supervision of Librarians.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Directs, schedules, supervises, and formally evaluates the work of professional and, clerical and technical library personnel and volunteers in a full supervisory capacity.
- Participates in hiring and training of library personnel; recommends discipline and other personnel decisions.
- Develops library goals, objectives, policies, and procedures in area areas of assignment.
- Participates in preparing the program budget; monitors and controls expenditures.
- Represents the library to community groups, local organizations, and Friends of the Library.
- Responsible for the security of assigned buildings and the safety of patrons and staff.
- When assigned to a branch library, has responsibility for site maintenance, including requests and oversight of repairs and refurbishments.

- ➤ Performs copy and original cataloging and classification using the Dewey Decimal System, Library of Congress Subject Headings, OCLC On-line Computer Library Center (OCLC), and other necessary resources.
- ➤ Assumes overall responsibility for reviewing, evaluating, and ~~selection of~~selecting materials for addition to or deletion from the library collection.
- Assists with the development and management of the library system budget and works to secure additional funding sources.
- ➤ Assesses patron needs and advises them in making effective use of library resources and services; assists patrons of all ages by answering reference questions accurately using a variety of print, electronic, and other sources.
- ➤ Orients patrons to library procedures and specialized information sources ~~and~~, library material collections, and similar services.
- ➤ Participates in professional development activities including attending workshops, continuing education programs, and regional or state library association activities. ~~Monitors current issues and trends in the library services field.~~
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- Monitors current issues and trends in the library services field.
- Designs, promotes, and presents a variety of programs within the community.
- Assist patrons with the digital library services available; assist with the downloading of available items to personal devices.
- May lead or assist in the preparation of grant proposals and/or the development and management of required documentation for grant funded programs.
- ➤ Performs related work duties as assigned.

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QUALIFICATIONS

Knowledge of:

- Supervisory principlesPrinciples of providing functional direction and training.
- ⇒ Principles and practices of employee supervision, including ~~selection, training,~~ work planning, assignment review and evaluation ~~and~~ discipline, and the training of staff in work procedures.
- ⇒ Public library information resources, information access, technology, and services.
- ⇒ Principles and practices of professional library work, including methods, practices, and techniques of library classification and cataloging.
- Database searching techniques.
- Patron advisory methods and practices.
- ⇒ Books, authors, and collection development resources.
- ⇒ Patron advisory methods and practices.
- ⇒ Policies, procedures, and functions of public library services.
- ⇒ ~~Budget~~Principles and practices of budget preparation and monitoring.

Skill in:

- ~~Directing, evaluating,~~Promotional and ~~training assigned~~marketing trends within public library services.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- ⇒ Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- ~~Assessing~~The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, and coordinate the work of professional, technical, and administrative support staff.
- ⇒ Assess library patron's needs and ~~providing~~provide accurate information.
- ~~Establishing and maintaining cooperative working relationships.~~
- ~~Dealing courteously and tactfully with the public.~~
- ~~Communicating clearly and effectively, orally and in writing.~~
- ⇒ AnalyzingAnalyze problems, evaluatingevaluate alternatives, and reachingreach sound conclusions.
- ⇒ Problem solvingsolve and decision-makingmake decisions.
- ~~Interpreting and applying library procedures and policies.~~
- UtilizingSelect and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- ⇒ Utilize public library information resources, information access, technology, and services.
- ⇒ ~~Database searching techniques.~~
- ⇒ ~~Patron advisory methods and practices.~~

- ~~○ Operating office equipment including personal computer, printers, copy and facsimile machines.~~

Other Requirements:

- ~~➤ Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.~~
- ~~➤ Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.~~
- ~~➤ Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.~~
- ~~➤ Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.~~
- ~~➤ Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.~~
- ~~➤ Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.~~
- ~~➤ Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.~~

~~Must possess a valid driver's license. Must be willing to work at other branches as required. Must be willing to work evenings and weekends as required.~~

Education and Experience:

~~*Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.*~~

~~Graduation from a university with either a Master's Degree in Library Science from an American Library Association accredited graduate program, OR university with a master's degree in library science, or a Library Media Teacher Services Credential, AND and two (2) years of experience equivalent to the County's class of Librarian II.~~

Licenses and Certifications:

- ~~➤ Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.~~
- ~~➤ Fluency in Spanish may be required.~~

PHYSICAL DEMANDS

~~Must possess mobility to work in a standard office setting and use standard office equipment, including mainframe and desktop computers; vision to read printed materials and digital displays; the standard office position requires an employee to access their work location, attend meetings, use computerized workstations, and lift paperwork and light-weight equipment or resources (less than 20 pounds). Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and twist. The employee obtains information from oral instructions, conversations, written reports, email, the Internet, and professional publications, and will process and analyze the information obtained. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks under deadlines. Typically, an employee will need to mentally process and analyze complex information, compose complex responses, interact with others, and present information and reports. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve file information. Reasonable accommodations will be made for individuals on a case-by-case basis.~~

ENVIRONMENTAL CONDITIONS

Employees work is primarily performed indoors in a library setting, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to work evenings and weekends as required. Must be willing to work at various branches as assigned.