# CITY OF PULLMAN, WASHINGTON
# CLASS SPECIFICATION

## LIBRARY SUPERVISOR 1307

GENERAL PURPOSE:
Supervises a specific area of library operations and collections in either the circulation department or the technical services department.

CLASSIFICATION SUMMARY:
Depending upon the divisional assignment, the principal function of an employee in this class is to lead and direct the work of subordinate library workers involved in circulation and shelving activities or have prime responsibility for original cataloging and processing of audio-visual materials and supervision of the technical services department. As a supervisor, the employee performs much of the same work as subordinate staff. In any case, the Library Supervisor has sole responsibility within the assigned area, for planning a variety of special projects, determining and documenting procedures and training other staff. The work in this class differs from that of Library Technicians and Library Assistants with the responsibility for a functional area of library operations which includes supervision of staff and management responsibility over a functional area, either technical services or circulation, including planning and implementation of new policies and procedures, implementation of new systems, annual work plans, and annual reports. The position requires excellent public service skills and strong organizational skills to ensure proper staff scheduling, accuracy of records, fair and consistent application of policies and procedures and efficient shelving of materials. The work is performed under the general direction of a Library Director with much independence granted to perform the assigned function. The principal duties of the class are performed in a general office or library environment.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Circulation and Shelving Supervisor
Interviews, trains, schedules, and evaluates library staff; ensures that circulation procedures are implemented; coordinates service area with other library service areas; directs and participates in the work of library assistants at the circulation desk; provides patron services, explaining circulation procedures, fines and fees and refers patrons to various locations and services in the library; identifies changes in procedures, prepares modifications, and implements modifications after conferring with a Library Director; directs and participates in the work of library staff and volunteers involved in proper shelving of library materials; coordinates and directs meetings for circulation/shelving staff, maintains records on shelver productivity and accuracy; assists with the preparation and maintenance of library policies and procedures and circulation/shelving manuals; creates and maintains various public information brochures/flyers; prepares annual work plan, reports, and notices for functional area.

Technical Services Supervisor
Performs classification and original cataloging of library materials, serials, and audio-visual materials; performs bibliographic maintenance and authority control including classifying, cataloging, and assigning subjects; develops, implements and documents audio-visual cataloging policies and procedures; generates collection development and circulation reports; researches, generates and updates online best seller lists for public access catalog; plans and implements special projects as needed; trains staff to search and download existing bibliographic records. supervises all technical services staff including volunteers ; coordinates technical service activities with other library divisions; assists public with circulation services; trains and directs the daily activities of staff performing binding, mending and finishing work. Serves as a secondary back-up for systems administration;

updates and maintains library defined system parameters as needed; works with the Systems Administrator to update and change subsystems and agency records, codes, types and stats to maintain statistical accuracy for collection development. (the rest of the paragraph was deleted)

SELECTION FACTORS:
(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:
- The procedures used in technical or public service programs of a library;
- Supervisory techniques and methods;
- Dewey, AACR2, LCSH, MARC and Subject Authority techniques (for Technical Services Position);
- Cataloging and classification rules and procedures (for Technical Services Position).

Ability to:
- Recruit, train, schedule, motivate and review the work of subordinate staff;
- Effectively identify problems and modify procedures to improve service to the public;
- Learn, and develop proficiency in, the operation and maintenance of the library's computer software programs and hardware;
- Attend work on a regular and dependable basis;
- Interacts in a professional and respectful manner with city staff and the public;
- Perform original cataloging and classifying according to standard procedures;
- Analyze statistics and productivity and adjust work flows;
- Document policies and procedures in a systematic manner;
- Maintain highly accurate and detail-oriented systems for patron and library collection databases;
- Provide quality library services and to meet and deal with library patrons in a calm, pleasant, and courteous manner;
- Work independently;
- Communicate effectively;
- Establish and maintain effective working relationships with director, co-workers, and the general public;
- Work a flexible schedule that includes evenings and weekends;
- Library cataloging techniques, including classifying, processing, authority control and MARC records (for technical services positions).
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Physically perform the essential functions of the job.

MINIMUM QUALIFICATIONS:
(Persons applying for a position of this class should have any combination of the following experience and training.)

A Bachelor's Degree is preferred, with at least two years of library experience in circulation or technical services, preferably with one year of supervisory experience, or any equivalent combination of experience and training.

TOOLS AND EQUIPMENT USED:
Personal computer, computerized library information system, copy machine, typewriter, telephone, answering machine, modem, fax machine.

WORK ENVIRONMENT:
(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in a library environment while sitting at a desk or computer terminal or while standing at a counter for extended periods of time. Physical exertion may be required to replace or retrieve materials from shelves, high and low. Sufficient vision or other powers of observation are essential to permit the employee to read and sort library materials and observe and review the work of others.

***The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.***

***The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

FLSA Class: Non-Exempt
Adopted: 9/82 Revised: 9/91, 5/94, 6/99, 12/01, 9/04, 5/07
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