CITY OF FOLSOM

LIBRARY SUPERVISOR

DEFINITION

Under direction of the Library Director, plan, organize, direct, coordinate, supervise, and evaluate activities of a branch library and one or more sections of the library system and perform other duties as assigned.

SUPERVISION EXERCISED

This class provides direct and indirect supervision to professional, technical, and/or clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Supervise the staff and operations of a joint use high school/public library branch including circulation, reference, youth services and programming activities, and one or more assigned units of the library system such as collection development or reference services.
- Develop and administer work schedules; conduct and/or arrange for training; complete and administer performance appraisals; make recommendations on hiring, promotion, and disciplinary actions; resolve difficult communication issues; and ensure that staff work is completed in an accurate and timely manner.
- Participate in departmental budget preparation; plan and approve internal budget requests for sites and activities under supervision, monitor budget expenditures in area of assignment so that allocation of resources is consistent with service goals.
- Exhibit leadership to staff, work teams, and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
- Recommend, prioritize, implement and evaluate unit goals and objectives as well as policies and procedures.
- Plan and coordinate activities aimed at stimulating the use of the library by the public.
- Monitor and evaluate library programs and services for efficiency and customer satisfaction.
- Develop work plans, timelines and resource allocations for assigned projects; monitor progress to ensure objectives are met.
- Assist the Library Director in the design and development of surveys, evaluating statistics and reporting on better ways of meeting existing needs.

- Provide direction and set standards for excellence in internal and external customer service.
- Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Respond to sensitive complaints, concerns, and questions from the public;
- Coordinate responses to media inquiries with the Library Director and City Public Information Officer.
- Maintain a safe and efficient library facility including the coordination of services with city and school facilities, technology and administrative staff and vendors.
- Represent the library as a liaison with various community groups; participate in community programs both in-house and through community outreach, including making presentations to various groups;
- Attend professional conferences, meetings and workshops; keep informed of current professional literature and trends; participate in professional organizations as a representative of the Library.
- Perform general Librarian duties as needed.
- Perform related duties as assigned.

Typical End Results Include: Efficiently delivered and cost effective services for the public throughout the City; smoothly operating functions in assigned library services area ensuring that community service needs are met; and maintenance of an effective, well-trained work force which performs according to appropriate policies, procedures and practices.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Essential Duties" section of this specification.

Knowledge of:

- Theory and philosophy of librarianship.
- Principles and practices of professional library work, related to emerging technologies, cataloging, online searching, programming for children and adults, reference and information service provision.
- Principles and practices of supervision, training, discipline, and performance evaluation.
- Principles and procedures of library organization and administration, including: ipolicy formulation, budget preparation and administration, coordination of activities and services and public relations.
- Automated library information systems and equipment usage.
- Common word processing, spreadsheet, and database software.

Ability to:

- Lead and manage in a changing environment a library facility and one or more additional system-wide programs

- Exemplify an enthusiastic, resourceful, and effective service attitude with the public and co-workers.
- Establish and maintain effective working relationships, to deal tactfully and effectively with community leaders and the general public and maintain favorable public relations,
- Establish and implement goals and objectives for the Library
- Analyze and prioritize situations and adopt an effective course of action.
- Establish and maintain a work environment to enhance both employee morale and productivity.
- Supervise, train, motivate, evaluate, and schedule staff and volunteers.
- Interpret and apply library policies, procedures and services to individuals and groups.
- Adapt to modern technologies.
- Develop conduct and evaluate special programs.
- Analyze and respond to community needs and requests.
- Conduct research using numerous resources including the internet.
- Provide project management including budget, and project schedules; organize work flow
- Analyze and use statistical data and additional information to make sound decisions and recommendations.
- Effectively communicate verbally and in writing; make effective presentations before groups; prepare clear and concise reports and correspondence

Minimum Qualifications:

Education:
Master's degree in library science from an A.L.A. accredited university

Experience:
Three years of full-time experience as a professional librarian including at least two years of increasingly responsible supervisory experience. Two years of public library experience preferred.

License, Certificate, Registration Requirements:

Some positions may require the possession of, or the ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:
Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2)Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and

on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7)Environmental: frequent exposure to noise.

Information Block

Class Code:
FLSA Status:
Established:
Revised:
Retitled:
Workers Compensation Code
Bargaining Unit: