

## SUPERVISING LIBRARIAN/LIBRARY SERVICES MANAGER

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### DEFINITION

Under general direction plans, supervises and participates in the operation of a large or major specialized library function and performs other work as required.

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

### EXAMPLES OF DUTIES

1. Manages and administers ~~policies and procedures for~~ a comprehensive library division that has system-wide impact such as adult services, children's services, branch services, circulation services, or technical services; maintains order and discipline in the observance of Library rules and regulations.
2. ~~Oversees and coordinates division services, including access of information via electronic information retrieval systems and online catalogs, such as the Internet; supervises~~ Supervises professional, technical and clerical staff, including first-level supervisors including scheduling for main and branch operations and assigns ment of work activities, projects, and programs.
3. Serves as a member of the Library management team; assists in the development and implementation of departmental and division goals, objectives, policies, and priorities.
4. ~~Coordinates the selection of library materials and administers the budgets for these materials.~~
5. ~~Oversees maintenance, repair, and discarding of library materials.~~
64. Assesses library services needs in a culturally diverse community; develops and implements services and activities in response.
7. ~~Promotes reader interest and full use of library resources by evaluating the classification and arrangement of library materials; develops, implements and promotes programs and special events to stimulate interest.~~
85. Directs and participates in community programs, both in-house and through community outreach ~~including presentations to special interest groups.~~
96. Compiles and analyzes library activity reports; evaluates library services, programs, systems, and procedures; prepares various reports; recommends changes.
107. ~~Provides reference and readers' guidance; assists and advises teachers concerning materials for classroom use; recommends training~~ Trains, evaluates, and facilitates training activities for Library staff.
118. Attends and represents the library at professional meetings as required.
12. ~~Assists with maintaining a web presence through the Library web page and use of social media.~~
139. Writes and administers grants and grant applications on regional, state and federal levels.
1410. Assists in division budget preparation and administration.
11. Exercises sound judgment.
12. Maintains effective working relationships with the public and City staff at all levels.
15. ~~Supervises, trains and evaluates assigned staff.~~

### OTHER DUTIES

1. Performs related duties as assigned

### WORKING CONDITIONS

- Primarily indoor environment in a publicly accessible building.
- Ambient office sounds and noises such as speaking, working office equipment and software.

- Regular loud talking and other noises made by the public.
- Regular work at non-office environments such as parks, schools, day care facilities.
- Travel to City work sites and community locations to conduct work.
- Frequent evening and weekend shifts.

### **PHYSICAL DEMANDS**

- Ability to push, pull, drag, and lift up to fifty pounds.
- Frequent bending or stooping.
- Dexterity of hands and fingers to operate a computer keyboard and handle library materials.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and make presentations

### **EMPLOYMENT STANDARDS**

#### **Education/Experience**

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. ~~A typical way to obtain the knowledge and abilities would be:~~Ways to obtain the knowledge and abilities would be through education, work experience, or both.

~~\_\_\_\_\_~~**Education:** Graduation from an American Library Association accredited college or university with a Master of Library Science or Master of Library and Information Services Degree and four of responsible professional public library experience, at least one year of which shall have been in a supervisory capacity. A bachelor's degree in a related field such as education or child development and six years of work experience, at least one year of which shall have been in a supervisory capacity. Graduation from high school or equivalent and eight years of increasingly responsible library experience including one year in a supervisory capacity.

**Experience:** Four years of responsible professional public library experience, at least one year of which shall have been in a supervisory capacity. One year of experience in the related specialty is preferred.

#### **Other Requirements**

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

#### **Knowledge**

~~Knowledge of principles and practices of professional librarianship, including organizational, collaboration, public relations, and modern service models; principles and practices of program development, implementation, and evaluation; principles and practices of supervision, training, performance evaluations and personnel management; principles and practices of budget preparation and monitoring; library equipment operation, including electronic information retrieval systems and on-line catalogs; library classification, circulation, and cataloging; reference techniques and practices; collection development; children's and/or adult literature collections and other library materials.~~

#### **Ability**

~~Ability to effectively plan, organize, direct, and coordinate the activities of assigned library division; identify and analyze community needs and promote interest in library services; develop and implement library programs and services which meet~~

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~~community needs; perform technical library tasks and operate computerized and other library equipment with speed and accuracy; serve as a responsible steward of the community's resources; interpret, apply and explain established City and Library policies and procedures; establish and maintain accurate records; plan, administer and evaluate work programs and schedules; interpret and analyze information; clearly define problems and develop solutions; draw valid conclusions and project consequences of decisions and recommendations; prepare reports; write grant proposals; set priorities, meet deadlines and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively and courteously, both orally and in writing; establish and maintain effective working relationships with employees and the general public and supervise, train and evaluate assigned staff.~~

Special Requirements

~~Willingness and/or ability to work rotating and/or irregular shifts, including nights and weekends~~Ability to work rotating and/or irregular shifts, including nights, weekends, and to adjust work schedules as needed.

Other Requirements

~~Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.~~

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