GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for supervising, monitoring and evaluating the operations and staff of a regional library or division and assisting in the planning and implementation of library services in alignment with organizational vision, mission, values, and goals. Reports to the Director of Libraries & Information Services.

There are two (2) levels of Supervising Librarian distinguished by the level of work performed and the level of experience of the employee.

ESSENTIAL JOB FUNCTIONS

Responsible and accountable for supervising all activities, programs, services and systems in the library. Responsible for the effective supervision of assigned staff to include leave approval, performance management, employee relations, prioritizing and assigning work and related activities. Plans and oversees work of administrative support staff; establishes goals and objectives and monitors progress to insure goals are met, ensures all work is completed in a timely manner and reviews completed work. Monitors staff schedule to ensure proper coverage.

Oversees and participates in all operations of the library including circulation, reference, computer labs, youth services and programming activities; plans and coordinates activities aimed at stimulating the use of the library by the public. Identifies and analyzes building security, maintenance and equipment issues to determine course of action or solution to ensure safety, security, and comfort of library patrons and staff.

Responsible for the budget associated with the assigned branch or function and prepares proposed budget each fiscal year to include justifications for purchases or personnel.

Analyzes library collection to determine circulation patterns, identify weak areas and recommend purchase of items to provide customers with access to information resources and leisure reading; identifies areas of the library collection to be weeded in order to keep the collection current and responsive to customer needs. Participates in compiling a variety of statistics that reflect usage of services and programs, preparing reports, keeping records, analyzing statistics and recommending services that would benefit the public.

Develops, presents and evaluates programs or presentations to inform community groups of library services; meets with school and community organizations to stimulate use of library services, and conducts other public relations activities. Represents the department at various meetings. Compiles reading lists and bibliographies; plans and designs book displays and other exhibits, and participates in publicity activities.
Provides support to the operation of the Law Library, and Bookmobile and its services.

Takes part in professional conferences and meetings; keeps informed of current professional literature and trends.

Performs other duties as assigned.

**PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City’s Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

**REQUIRED KNOWLEDGES**

- **Library Administration** – Comprehensive knowledge of the principles, methods and practices of library science. Knowledge of library related database systems and networks to include automated circulation systems, on-line bibliographic retrieval services and cataloging services. Knowledge of office systems, practices, procedures and administration. Knowledge of general office equipment to include personal computers.

- **Supervision** - Knowledge of supervisory techniques, principles and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff. Knowledge of personnel recruitment, selection, and the use of personnel information systems.

- **Customer Service** - Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services.

**REQUIRED SKILLS**

- **Computer Skills** – Utilizes a personal computer to enter and retrieve information, as well as library software to effectively complete a variety of tasks with reasonable speed and accuracy.

- **Judgment/Decision Making** – Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.

- **Interpersonal Relationships** – Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations and the public.

- **Critical Thinking** – Using logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches.

**REQUIRED ABILITIES**

- **Communication** – Ability to effectively communicate ideas and proposals verbally and in writing, to include the preparation of detailed reports which include numerical information and statistics. Ability to handle a variety of patron issues with tact and diplomacy and in a confidential manner. Ability to listen and understand information and ideas being presented verbally and in writing.
• **Coordination of Work** - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Ability to establish priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibility over others.

• **Accounting and Budgeting** - Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

**EDUCATION AND EXPERIENCE**

**Supervising Librarian A** - Requires a Master's Degree in Library Science from an American Library Association (ALA) accredited library school and 3-5 years experience as a professional librarian including 1-2 years experience in a lead or supervisory capacity or an equivalent combination of education and experience. Requires certification as a professional librarian by the Library of Virginia within 6 months of employment.

**Supervising Librarian B** - Requires a Master's Degree in Library Science from an American Library Association (ALA) accredited library school and 5-7 years experience as a professional librarian including 3-5 years experience in a lead or supervisory capacity or an equivalent combination of education and experience. Requires certification as a professional librarian by the Library of Virginia within 6 months of employment.

**ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a local and state criminal history check and an acceptable sex offender registry check. Requires a valid driver’s license with an acceptable driving record.

**PHYSICAL REQUIREMENTS**

• Requires the ability to exert light physical effort in sedentary to light work.
• Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
• Tasks may involve extended periods of time at keyboard or work station.

**SENSORY REQUIREMENTS**

• Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
• Some tasks require the ability to communicate orally.

**ENVIRONMENTAL HAZARDS**

Essential functions are regularly performed without exposure to adverse environmental conditions.