

ORGANIZATION:	City of Canby	DATE:	July 2014
DEPARTMENT:	Canby Public Library	UNION:	Non Represented
TITLE:	Librarian / Library Supervisor	FLSA STATUS:	Exempt

PURPOSE OF POSITION: This position leads, supervises and participates in the performance of administrative work in the library. Responsible for the supervision of daily operations, including circulation, facilities, IT, scheduling, and the training and supervision of staff and volunteers.

Perform a variety of professional level tasks relative to the assigned area of responsibility within the library; such as children's services, reference, technical services, and access services. Activities include selecting, cataloging, and maintaining various collections, developing and conducting special programs, providing professional level reference services, conducting library outreach, and maintaining consistent public computer access. Oversee and have lead worker responsibility over the work of volunteers and other paid staff.

The library supervisor will work in coordination with the library director and will have the authority to suspend, promote, assign work, reward or discipline employees, or have the responsibility to direct them, or to adjust their grievances, or effectively recommend such action, and effectively recommend other personnel actions, such as hiring and termination. Position requires exercise of such authority and is not of a merely routine or clerical nature.

ESSENTIAL JOB FUNCTIONS:

Provide overall coordination of circulation activities. Develop, recommend and implement approved policies and procedures relating to the circulation function.

Coordinate the library's volunteer program and oversee volunteer recognition efforts. Recruit, select, train, supervise and schedule volunteers.

Assist with the supervision and training of paid staff, including mentoring, scheduling, assigning and reviewing work, and evaluating performance. Supervise assigned personnel including initiating discipline and effectively recommending other personnel actions, such as hiring and termination. Conduct performance reviews as required, authorize timesheets, and complete personnel action forms for payroll.

Staff the circulation area, which includes checking library materials out and in; collecting fines/fees; answering telephone; and issuing library cards/forms/applications, reviewing returned materials for damage; and arranging materials for re-shelving. Act as person in charge and prepare the library for opening and/or closing.

Perform professional library duties such as reader's advisory, reference services, and training the public in using the library's resources.

Select, catalog, process, and maintain the library's collection, utilizing methodology and best practices of professional librarianship.

Plan, prepare and implement programs of interest to library audiences (children, teens, adults, etc.); maintain an active relationship with the educational community, social service agencies and other service organizations focused on serving target populations.

Assist with budgeting, selection and maintenance of materials for the assigned area of responsibility.

Work in conjunction with the Library Director to manage the library's facility, equipment and IT needs. Coordinate and communicate with city staff in Facilities & IT to ensure consistency and efficiency in citywide operations and communications. Act as the backup systems administrator for the integrated library system, including technical and troubleshooting support. Coordinate with LINCC network staff and City IT staff as needed to resolve IT issues. Maintain working knowledge of the library system.

Regularly participate in professional development activities, and contribute to the improvement of library services through an ongoing effort to understand emerging best practices within the library profession. Represent the library as needed at City meetings, regional library meetings, or as otherwise needed.

Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results. Represent the City in a positive and professional manner. Advance and protect the interests of the City and its citizens in all matters.

Carry out special assignments, prepare reports and develop recommendations for library director on specific areas of library services.

Use word processing software to create and type routine and non-routine letters, memos and other material from general instructions. May create templates, presentation materials, charts and graphics. Develop and maintain databases for tracking departmental/program information; create reports as needed. Prepare information packets for use within the department.

Perform a variety of routine administrative activities, such as photocopying, mail, faxing, filing, sorting documents, etc. Track, order and maintain office supplies. Initiate and process work orders, purchase orders, etc.

Coordinate materials for distribution. Work with information technology to coordinate department information on City website.

May assist with vendor relationships and coordinate and communicate with finance staff to ensure proper processing and payment of expenditures.

Coordinate and perform other projects, functions, and tasks, as assigned.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner. Support and respect diversity in the workplace.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Advanced knowledge of library practices and procedures, management principles, modern office administration, word processing and spreadsheet software, clerical practices, research methods, report composition and preparation techniques, etc. Ability to operate general office equipment, resolve conflicts, solve problems, and understand and follow written and oral instructions. Knowledge of the principles of supervision, training and performance evaluation. Skill and ability to effectively hire, train, and supervise paid staff and volunteers. Must have ability to handle confidential matters and maintain confidentiality. Ability to establish and maintain effective working relationships with patrons, coworkers, volunteers, Friends of the Library, citizens, and other agencies.

MLS or MLIS Master's of Library Science from an ALA-accredited college or university, at least two years of professional librarian experience and two years of supervisory experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Must demonstrate ability to alphabetize and understand the Dewey Classification System.

SPECIAL REQUIREMENTS/LICENSES: Prior experience in a library environment. Must be able to communicate effectively and efficiently, with a demonstrated proficiency in speaking and writing English.

DESIRABLE REQUIREMENTS: Prior experience in a library environment. Knowledge of municipal government functional areas and specific word processing software utilized within the department. Fluency in Spanish is desirable.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment. Four hour shifts at the customer service desk require standing or walking most of the time.

WORKING CONDITIONS: Usual library working conditions. The noise level in the work area is typical of most public library environments with telephones, personal interruptions, and background noises. Evening and weekend work is required.

SUPERVISORY RESPONSIBILITIES: Supervise volunteers and volunteer program. Responsible for the supervision of daily operations, including circulation, facilities, IT, scheduling, and the training and supervision of staff and volunteers. May provide training and orientation to volunteers, students and other personnel on site policies and practices. Serve as acting supervisor in the absence of the Library Director.

SUPERVISION RECEIVED: Works under the general supervision of the Library Director.