

# **LIBRARY SUPERVISOR I**

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## **DEFINITION**

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Under general supervision, performs supervisory and administrative duties related to the daily operation of the Margaret J. Slattery Children's Library and Adult Literacy Program; assists patrons, answers reference questions and oversees the maintenance of the library collection; and performs related duties as required.

## **DISTINGUISHING CHARACTERISTICS**

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This is a first level, working supervisor class. This class can be distinguished from Library Supervisor II by the latter is assigned to the City's main library whereas the Library Supervisor I is assigned to the Children's Library.

## **REPRESENTATIVE DUTIES**

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*The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed and some assigned duties may not be listed below.*

1. Supervises, administers and participates in necessary clerical and technical work related to classifying, processing, cataloging and circulating library books and materials.
2. Assigns schedules and directs part-time employee and volunteer activities; plans and implements training programs; coordinates the recruitment of tutors and students and oversees the matching of tutors and students; monitors ongoing and completed staff work.
3. Assists in the development and evaluation of library policies, procedures, and practices.
4. Assists in the development, implementation, and evaluation of the library's Adult Literacy Program.
5. Assists patron in person, over the telephone, and by correspondence regarding library policies, procedures, and directional information; provides training to school employees and other users on the library's computer system and other operations; conducts research of library materials in response to reference questions; assists patrons in locating and using resources.
6. Under the direction of the City Librarian, maintains budget accounts, balances, and records of expenditures; manages the Adult Literacy Program funds and prepares financial and other reports as required by the City and State; prepares grant proposals to ensure funding for program continuation.
7. Develops marketing campaign strategies for the Adult Literacy Program and other programs; develops and maintains relationships with community groups in the promotion of such programs.

8. Establishes and maintains a literacy coalition and attends and participates in meetings to ensure that a synchronized plan of literacy activities is carried out.
9. Performs related duties as assigned.

## **EMPLOYMENT STANDARDS**

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### **Education and/or Experience**

Two years performing library related clerical/office support duties that includes substantial customer service or any education and experience that provides the required knowledge and abilities.

### **Knowledge of:**

Principles and practice of customer service and public contact; library operations, procedures and protocols, including the Dewey Decimal System; reference aids and library terminology; technical procedures of library cataloging, ordering, reference work, and storage; general office practice, procedures and equipment; typical library collection and reader interest levels; clear, effective and correct use of oral and written English including spelling, grammar, vocabulary and punctuation; basic arithmetic operations sufficient to perform calculations including addition, subtraction, multiplication and division; how to give correct change; principles and practices of supervision and leadership; standard office equipment operation, including computer hardware, software and peripherals; principles and practices of grant development and oversight.

### **Ability to:**

Locate information to respond to reference requests; categorize, organize, inventory, and store library materials; tabulate and compile statistics; communicate effectively with all age groups, both orally and in writing; speak, read and write English at a level necessary for satisfactory job performance; establish and maintain effective working relationships with superiors, subordinates, volunteers, other City employees, outside organizations and the general public; operate a variety of office equipment including computers; interpret and apply library procedures and policies; exercise sound judgment when responding to inquiries and public demands; prioritize work to meet deadlines; supervise the work of subordinate staff.

### **Special Requirements**

Possession of or ability to obtain a valid California Driver's License may be required at the time of appointment. Individual who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

### **Physical Demands**

Sitting, standing, walking, some stooping and bending; dexterity and coordination to handle files; occasional lifting of objects up to 25 lbs.; moving from place to place within the library; some reaching for items below and above desk level; strength, dexterity, coordination and vision to use a computer.

## **WORKING CONDITIONS**

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Work environment is generally clean with limited exposure to conditions such as dust, fumes, odors or noise. Daily use of a video display terminal.

Date Adopted: July 19, 2005