



LIBRARY SUPERVISOR

Department:	Library	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision of the Library Director, the Library Supervisor plans, coordinates, evaluates and supervises the Camp Verde Community Library Circulation, Public, Technical and Volunteer Services divisions in support of the day-to-day operations of the library.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. May provide backup duties related to other departmental positions as needed.*

- Plans, coordinates, and implements library processes, policies and services to meet the Library Director's goals, objectives and priorities for library services in Camp Verde; organizes, supervises and implements public service standards; coordinates library practices and procedures across divisions to meet the educational, informational and recreational needs of the community; promotes literacy, educational, and recreational programs, resources and events; serves as library spokesperson.
- Provides supervision, training, and coordination of the work for circulation, technical and public services staff and volunteers; monitors activities to ensure that staff and volunteers adhere to policies and procedures as directed; prepares schedules to ensure coverage at public service points across divisions; communicates and enforces library policy, practices, procedures, and safety standards; maintains discipline, monitors behavior, resolves issues, and assists library patrons; reports and resolves complaints, requests, safety conditions, security issues and illegal activities.
- Oversees collection for condition, organization, quality control and inventory; researches, and identifies problems with cataloging records and processed materials and works with technical services staff resolve problems; reviews and evaluates current collection and recommends the removal of material and other resources that are no longer appropriate for the collection; coordinates with division staff to develop collection procedures, goals and objectives that meet the informational, educational and recreational needs of the community.
- Collects, compiles and reports data for statistical and analytical reports for Public, Technical and Volunteer Services divisions; monitors special collections, special reports and patron notices; maintains expertise in field of service through participation in applicable educational opportunities.
- Uses knowledge of Library collection and online tools to provide experienced customer service functions; performs basic library reference and research services using library catalog, databases, Internet services and Inter-library loan resources; issues library cards, maintains accuracy of patron records and registers patrons for library programs; assists customers in using computers and retrieving information; assists with developing, presenting and promoting library programs; collects fees and fines and reconciles cash account.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

Supervises assigned staff and volunteers.

MINIMUM QUALIFICATIONS

Education and Experience:

- Masters Degree in Library Science; AND three year's professional experience as a Librarian; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

PREFERRED QUALIFICATIONS

Knowledge of:

- Town policies and procedures.
- Policies, rules and regulations governing the conduct and safety of library programs and facilities.
- Principles and practices of public library administration.
- Methods and procedures for developing and maintaining library collections.
- Library operations, customer service procedures and research techniques.
- Library classification, cataloging, and acquisition protocols.
- Techniques and protocols for researching a wide variety of online bibliographic databases.
- Business and personal computers, and specialized software applications.
- Record keeping and records management practices.
- Basic leadership and supervisory practices and techniques
- Customer service standards and protocols.

Skill in:

- Developing, coordinating and conducting library programs and activities.
- Assessing community needs and developing recommendations for library collection enhancements.
- Supervising work and activity of subordinate staff and volunteers.
- Resolving personnel and organizational problems.
- Utilizing and maintaining automated library systems and computer equipment.
- Working with several disparate computer database systems.
- Recognizing and resolving conflicts in library data entry.
- Organizing workload to keep pace with flow of library operations.
- Prioritizing multiple tasks, projects and demands.
- Dealing tactfully and courteously with the public.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

- Work is performed in an active library environment; requires concentration on details with frequent interruption.
- Frequently required to reach using fingers, hands and arms, to grasp, handle, feel or operate objects, tools, or controls; to sit, stand, walk, bend, twist, stoop, kneel, balance and/or crouch.
- Ability to lift stacks and/or boxes of books, equipment, supplies, tables, chairs and other library materials.
- Hand-eye coordination needed to operate computers and various office equipment including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Library Supervisor

Non-Exempt (67)

- Using auditory or visual methods, ability to clearly and concisely communicate in person and over the phone.
- Requires pushing heavy book carts and loaded dollies up to 100 pounds and routinely lifting up to 25 pounds.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 67

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