

LIBRARY SUPERVISOR

SUMMARY:

Under limited direction, manages a program within the City's library system; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are not in any hierarchical order)*

1. Supervises the activities of assigned staff. Writes and conducts performance evaluations.
2. Schedules employees, assigns work and monitors its progress. Guides and develops employees in the accomplishment of duties.
3. Provides administrative and technical direction to Library staff.
4. Proposes and monitors staffing requirements and the hiring and training of qualified personnel.
5. Determines community needs and desires for books and other library materials related to program area of responsibility. Allocates resources accordingly.
6. Selects books, periodicals, and audiovisual materials to meet program goals.
7. Monitors program budget.
8. Leads collection development team in the process of acquiring and delivering library materials and services.
9. Meets with vendors and sales representatives. Selects vendors based on ability to meet library needs.
10. Conducts reference interviews to determine customer information needs and optimal level of assistance required to meet that need.
11. Provides reference services, research assistance, and reader's advisory to the public in-person and on the telephone using the library automation system, print materials, CD-ROM sources, and the Internet and other online services.
12. Instructs the public, students, teachers and others in the use of Internet, print and electronic resources, computers and peripherals, and microform equipment.
13. Researches information requests from the public, city departments, and outside organizations. Provides documents, statistics, referrals, and other resources in filling these requests.
14. Writes policies and procedures related to area of responsibility.
15. Develops programs to promote reading and library use.
16. Stays abreast of changes and trends in the field by reading professional literature, attending conferences and workshops.
17. Performs administrative duties to include compiling statistics on activities and trends, preparing schedules, time sheets and leave forms and purchasing supplies.
18. Prepares project status reports, financial reports, and budget reports to keep management informed of program operations.
19. Develops partnerships with the community and markets library to the community.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles and techniques of management, supervision, and budgeting.
- Knowledge of library principles and practices.
- Knowledge of current trends in the field of library science.
- Knowledge of publishers, authors, and vendors to select and purchase books and other library materials.
- Knowledge of methods and programs designed to encourage reading in adults and children.
- Knowledge of the community, an ability to assess community needs and develop a library program to meet the needs of the community.
- Skill in developing and presenting programs to groups.

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- Skill in conducting reference interviews and using print reference materials and the Internet for research.
- Skill in using computers and software applications such as library related software, word processing, and spreadsheet software.
- Skill in analyzing and evaluating information accurately, and in expressing ideas clearly, when providing oral or written reports and recommendations.
- Skill in meeting with vendors to discuss, select books, and negotiate book prices.
- Skill in supervising the work of staff.
- Skill in using general office equipment such as computers, fax, copier, calculator, and phone.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is frequent need to sit, stand, walk, talk or hear, reach with hands and arms, use hands to finger, handle, or feel and lift light items (up to 10 pounds) and perform other similar actions during the course of the workday. There is occasional need to climb or balance, stoop, kneel, crouch, or crawl and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol-free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Master's in Library Science (MLS) from an ALA accredited program of study and three (3) years experience working as a Librarian to include one-year (1) managing a library program, or any equivalent combination of training and experience.