

CITY OF MILWAUKIE

CLASSIFICATION: SUPERVISING LIBRARIAN

Department: Library Grade Number: 12 (23) FLSA: Exempt
Location: Milwaukie Ledding Library Management, Supervisory, Confidential Group
EEO Category: 2- Professional

DESCRIPTION:

This position is responsible for the operation of a major functional area of the library. Oversees, manages, and supervises the work of staff and volunteers responsible for performing a variety of duties relating to the organization and provision of library services in a particular area of the library. The incumbent participates in all work activities of that area of responsibility including such activities as selecting and cataloging various collections, developing and conducting special programs and providing reference assistance to patrons. This classification works under the supervision of the Library Director.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervises, schedules, and trains staff and volunteers. Participates in the employee performance review process and recommends or takes corrective action as necessary for assigned staff.
2. Oversees, manages and participates in the operation of a specific functional area of the library such as the children's, reference or technical services departments.
3. Provides reader's advisory and reference and information assistance to library patrons; locates books and other materials; instructs and assists patrons in locating needed information utilizing a variety of media including the Internet.
4. Selects, trains, assigns, monitors, and evaluates and makes determinations regarding disciplinary action as necessary for full and part-time paid staff and volunteers.
5. Performs a variety of record keeping functions including: preparing reports and annual work plans, maintaining necessary operating records, and preparing and monitoring assigned budgets.
6. Applies for and monitors grants.
7. Plans, organizes, coordinates, and conducts special programs for patrons.
8. Selects, orders, and catalogs materials for assigned area and other items contained in the library; reviews and keeps abreast of major selection tools; prepares library purchase orders; monitors expenditures; reviews books, periodicals and collections which are outdated or not used.
9. Assists in the maintenance of the library's long-range plan including the development of goals and objectives for information services and their implementation.
10. May design and maintain an effective and up to date web presence for library patrons.
11. May represent the library before regional and statewide committees and boards involved in the development or coordination of activities related to a major functional area.

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12. Participates in the library's public relations efforts and, as assigned, represents the library before community groups and organizations.
13. Promotes interest in library programs through publicity, program brochures, cooperation with various community groups, and public contacts; speaks before citizen groups, students, and other business and civic organizations.
14. Inspects new collection material upon arrival for quality and financial control purposes.
15. May serve as building supervisor in the absence of the Library Director.
16. Maintains positive public relations with customers and is responsive to customer needs.
17. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
18. Performs other duties as required.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. **Job Preparation:**

a) **Education:**

- i) Master's degree in library science, or closely related field; or
- ii) Any equivalent combination of education and experience.

2. **Prior Experience:**

a) **Work Experience:**

- i) Three (3) years experience in library operations with at least two of those involving experience in the specialty area of assignment, or
- ii) Any equivalent combination of education and experience.

b) **Necessary Knowledge, Skills and Abilities:**

- i) Knowledge of operations, principals and practices of library and information services, materials and activities of a public library including classification, cataloging, reference, and on-line resources including the internet.
- ii) Knowledge of computerized cataloging, bibliographic, circulation, and acquisition systems and associated rules.
- iii) Knowledge of equipment and facilities required in a comprehensive library system.
- iv) Knowledge of the principles and practices of office management, work organization and supervision.
- v) Ability to analyze and utilize a variety of reports and records.
- vi) Ability to communicate effectively orally and in writing.
- vii) Ability to establish and maintain effective working relationships with co-workers, patrons, members of the public, vendors, members or other agencies, and citizen groups.
- viii) Ability to classify and catalog library materials.
- ix) Knowledge of purchasing procedures.
- x) Ability to supervise, schedule, train, and review the work of paid staff and volunteers.
- xi) Ability to assist library patrons in the effective use of complex information

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- technology.
 - xii) Ability to determine the reference and information needs of the community and make appropriate budgetary recommendations.
 - xiii) Skill to effectively hire, train, and supervise paid staff and volunteers.
 - xiv) Ability to establish and maintain effective working relationships.
 - i) Ability to work as a team member.
 - xv) Ability to perform the essential functions of the job.
3. **Special Requirements:**
- a) Must be able to pass City's security clearance standards.
4. **Tools and Equipment Used:**
- a) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, library automated systems, calculator, and phone.
5. **Supervision:**
- a) Works under the general guidance of the Library Director.
 - b) Provides supervision over paid staff and volunteers.
6. **Communications:**
- a) Has frequent communication with staff and citizens.
 - b) Communication is of a moderate complexity.
 - c) Communication occasionally involves confidential personnel information.
7. **Cognitive Functions:**
- a) Work is occasionally monitored.
 - b) A moderate level of structure exists.
 - c) Precedent is often available for problems with moderate difficulty.
8. **Work Environment:**
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- a) Work is generally performed indoors in a library setting.
 - b) There is some stooping and reaching involved in shelving materials
 - c) There is some lifting of book bags that may weigh up to 40 pounds.
 - d) Evening and weekend hours are required.
9. **Resource Accountability:**
- a) Has a moderate impact on library resources
 - b) Makes budgetary recommendations for a modest budget level.
 - c) This position has major impact on an assigned area of the library collection.

The job classification 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 employer and requirements of the job change.

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