

LIBRARY SERVICES SUPERVISOR - CIRCULATION

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

To supervise, assign, review and participate in the work of circulation and technical services staff and volunteers responsible for organization and operation of the library; to oversee and participate in all work activities; to ensure work quality and adherence to established policies and procedures; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Library Director.

Exercises direct supervision over circulation and technical services staff, and volunteers.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Plan, prioritize, assign, supervise, review and participate in the work of circulation and technical staff responsible for the activities of the library.
2. Establish schedules and methods for providing library services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
4. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
5. Provide the public with information on services, policies and procedures; provide assistance to library patrons of all ages in locating various materials; explain use of automated catalog systems, indexes and databases; recommend materials to patrons using standard bibliographic sources; locate materials on the shelf; respond to and resolve patrons inquiries, problems and complaints.
6. Perform circulation desk duties; check out library materials to patrons; check in and prepare materials for return to the circulating collection; collect materials from the book deposits; register new patrons and collect overdue fines; place specific title holds.
7. Coordinate maintenance of records and statistics of library holdings; prepare reports that monitor items added to and withdrawn from the collection; reconcile cataloging/inventory reports.
8. Create standard bibliographic entries in the on-line library catalog; modify item records and status; review bibliographic records edited by staff; withdraw library materials from the bibliographic database.
9. Place bar codes and sensitization strips on new books, magazines and reference items; print out labels for each added item.

CITY OF FOREST GROVE

Library Services Supervisor – Circulation (*Continued*)

10. Oversee the preparation of new materials for patron use; ensure proper labeling of materials for circulation.
11. Plan, prepare and schedule the use of library meeting rooms; maintain yearly calendar; receive payments for room usage; provide information and assistance to users of the facilities.
12. Serve as library contact for automated computer systems related to areas of responsibility; assist in systems development and implementation; work with City's IT department to install and troubleshoot hardware and software.
13. Acts as person in charge with reference to facility and maintenance related problems as needed; determine space requirements, move and arrange items, equipment, shelving and tabling as necessary.
14. Receive time sheets and other personnel information; review information for accuracy and completeness; assist in preparing payroll information; maintain confidentiality.
15. Participate in the selection of assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
16. Assist in the preparation and administration of the library program budget; submit budget recommendations; monitor expenditures.
17. Act as liaison for the Library with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.
18. Prepare analytical and statistical reports on operations and activities.
19. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of library science.
20. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a public library.

Principles of supervision, training and performance evaluation.

Operational characteristics of computer systems used in library services.

Computerized cataloging, bibliographical and circulation systems and databases.

Principles and practices of budget preparation and administration.

Modern office equipment including computers and supporting word processing and spreadsheet applications..

Principles and practices of record keeping.

Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Supervise, organize and review the work of lower level staff.

Select, supervise, train and evaluate staff.

Interpret and apply administrative and departmental policies and procedures.

Perform research using various reference materials.

Operate computerized cataloging, bibliographical, acquisition and circulation data systems.

CITY OF FOREST GROVE

Library Services Supervisor – Circulation (*Continued*)

Assist library patrons in response to complex library questions.

Prepare clear and concise administrative reports.

Operate a variety of office equipment including a computer and associated word processing applications.

Respond to requests and inquires from the general public.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of the twelfth grade supplemented by college level course work in Library Science, computer science, business administration or a related field.

Experience:

Four years of increasingly responsible library experience, including one year of supervisory responsibility.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Library environment; extensive public contact.

Mobility: Incumbents require mobility to work in a library setting and operate office equipment.

Vision: Vision sufficient to read small print, computer screens and other printed documents.