CITY OF WEST LINN

JOB DESCRIPTION

Job Title: Library Circulation Supervisor

GENERAL FUNCTION:

Under the direction of the Library Director, this position supervises and provides direction and technical assistance to assigned circulation support staff. Develops, coordinates and supervises the delivery of service to Library users within the specialized area of assignment.

DUTIES AND RESPONSIBILITIES:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.

2. Manages the circulation, sort and technical services of the Library. Develops, reviews, approves and implements appropriate work plans, services, policies, procedures and reports. Measures and evaluates performance and program effectiveness and takes action for improvement as necessary.

3. Supervises and provides direction and technical assistance to assigned circulation support staff, including prioritizing and developing work plans, evaluating staff performance, monitoring progress on projects, interpreting policies and procedures, establishing standards, making hiring and termination recommendations, making pay rate change recommendations and providing training and development for staff.

4. Provides input to the Library Director on Library policies and procedures affecting operation of the circulation and technical services areas of the Library. Assists Library Director by managing projects as assigned.

5. Develops, coordinates and supervises the delivery of service to Library users within a specialized area of assignment. Seeks patron input and evaluates effectiveness of services provided and initiates changes to enhance quality and efficiency.

6. Maintains quality of library collections, including weeding, as necessary.

7. Coordinates and oversees promotional programs as assigned. Works with public and private organizations, and schools, in promoting City Library services.

8. Develops work plans, timelines and resource allocations for assigned projects. Monitors progress to ensure objectives are met.

9. Provides direction and set standards for excellence in internal and external customer service.

10. Models professional and courteous behavior utilizing creative problem solving techniques.

11. Serves on or provide support to a variety of committees, task forces and advisory groups as necessary.

12. May serve as the acting Director and provide leadership in emergency situations.

13. Performs other duties of a similar nature or level.

SPECIFICATIONS:

Requires Skills and Abilities:

1. Management theories and principles.

2. Budgeting theories and principles.

3. Practices, tools and techniques for management of assigned library division.

4. Book selection tools and library cataloging and classification systems.

5. Strategic planning methods with an emphasis on services related to library management.

6. Public library service delivery.

7. Technology including computers, CD ROM, on-line bibliographic/information databases, and related software packages.

8. Personal computers and related software applications.

Education and Training:

Completion of an Associates Degree and related public service experience, or previous public library experience with at least three (3) years of progressive automated system and library experience, Additional coursework in library science is highly desirable.

Any equivalent combination of education and/or experience which provides the required knowledge and abilities may be considered by the hiring authority.

Supervision:

Received: Work is performed highly independently with the Library Director reviewing work for results obtained and conformance with policies and procedures. Discretionary decision making and independent judgment are regularly exercised.

Exercised: Directly supervises regular full-time and part-time staff with responsibility for hiring, evaluating, disciplining, counseling, training and assigning work. Recommends disciplinary action to

Director and monitors its implementation. Supervisory decisions include training, and assigning work and scheduling employees.

Communication:

1. Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

2. Apply excellent internal and external customer service skills.

3. Communicate effectively both orally and in writing.

4. Make presentations and develop reports that may include technical information.

Cognitive Functions:

1. Apply management theories and practices to assigned responsibilities.

2. Assist with the management and the operations and budget of a division.

3. Manage multiple projects and programs.

4. Track and record expenditures.

5. Comply with safety requirements of the position and actively promote safe work practices.

Working Conditions:

Work is in a Library environment. Position may require attendance at evening meetings.

Resource Accountability:

Records maintained include monthly circulation statistics for local, county and statewide reports which are the basis for funding received.

Submits payment requests for Library materials and services to Finance Department for fund disbursement. Budgeting for book purchases and enhancement of 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.