

PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title: Supervisor, Library

Department: Library

FLSA Status: Non-Exempt

Staff Category: Confidential and Supervisory Team (CAST)

Salary Range: 45

Supervision Received From: Manager, Library

Original Date: August 2014

Supervision Given: Assigned Classified, Short-Term, Student, and Volunteer Library Staff

Last Revision: August 2014

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 SUMMARY.

Responsible for selecting, supervising, training, assigning, and evaluating work of direct reports; participating in the development of policies and procedures; handling patron complaints; and participating in shared governance.

DISTINGUISHING CHARACTERISTICS:

The Supervisor, Library is distinguished from library media technician classifications by its full supervisory responsibility for library media technicians and the performance of more complex library tasks.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Supervises, oversees, organizes, and coordinates the day-to-day library activities of staff to ensure efficient and effective office operations, including the investigation, troubleshooting, and resolution of a variety of internal and external issues.
3. Plans, prioritizes, assigns, supervises, reviews, and participates in the work of assigned staff responsible for technical and clerical library work including acquisition, cataloging, processing, circulation, organization, and maintenance of library materials; responding to patron requests; updating patron records; and processing interlibrary loans, instructor reserves, and media booking requests.
4. Hires short-term and student library aides and Cooperative Education student interns; submits all hiring and payroll paperwork.
5. Oversees the quality of service provided to library patrons.
6. Supervises and participates in the counting, recording, and depositing of cash receipts into appropriate library accounts; provides assistance with audits.

7. Establishes schedules and methods for providing library services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
8. Participates in the development and implementation of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.
9. Supervises and participates in the opening and closing of assigned libraries.
10. Provides guidance and assistance to students, faculty, staff, and community patrons with accessing library resources and management of their library records.
11. Serves as a liaison with faculty librarians and library technical staff to coordinate technological changes associated with automated library systems, including coordinating the training of staff.
12. Recommends and assists in the implementation of Library goals and objectives.
13. Recommends new and replacement library materials.
14. Assists in the development and tracking of the department budget and applicable expenditures.
15. Participates in planning, coordinating, supervising, and implementing specialized programs and events as assigned.
16. Compiles data from a variety of sources and contributes to the preparation of related analytical and statistical reports on operations and activities.

Marginal Functions:

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:

1. Supervisory principles and practices.
2. Operations, services, and activities of a college library.
3. Library services, classifications, and organization.
4. Basic accounting principles.
5. Modern library principles and practices.
6. Library terminology.
7. Computerized library automation systems.
8. Principles and practices of library material classification and cataloging.
9. Computerized cataloging, bibliographical, and circulation system databases.
10. Customer service principles and practices, including the use of tact, patience, and courtesy.
11. Recordkeeping principles and practices.

12. Applicable federal, state and local laws, codes and regulations.

Skill in:

1. Supervising, training, and evaluating the work of others.
2. Applying library practices and procedures in the acquisition, cataloging, processing, circulation, organization, and maintenance of library materials.
3. Applying library practices and procedures in the processing and use of interlibrary loans, instructor reserves, and media booking.
4. Utilizing a computer and related software applications.
5. Analyzing and troubleshooting difficult situations accurately and adopting effective courses of action.
6. Establishing and maintaining cooperative and effective working relationships with those contacted in the course of work.
7. Providing helpful, effective service to all coworkers and patrons.
8. Interpreting complex data and information.
9. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
10. Communicating clearly and concisely, both orally and in writing.
11. Mediating difficult and/or hostile situations.
12. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
13. Selection of staff with appropriate skills and training
14. Operating computerized cataloging, bibliographical, and circulation system databases.
15. Preparing clear and concise reports.

Experience and Training Guidelines:

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

Experience:

Five years of increasingly responsible library technology experience, including two years of lead library experience.

Education/Training:

A Bachelor's degree from an accredited institution with completion of coursework in library media technology or a related field.

WORKING CONDITIONS.

Environmental Conditions:

Library environment; exposure to computer screens; extensive contact with students and faculty.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time; occasional lifting, pushing, and/or pulling of up to 100 pounds; extensive use of computer keyboard; near visual acuity for reading computer screens.