

ORGANIZATION:	City of Sherwood	DATE: 2008
LOCATION:	Sherwood, Oregon	
DIVISION:	Community Services	
DEPARTMENT:	Library	
FLSA STATUS:	Exempt	
JOB TITLE:	Supervising Librarian - Pay Group C	

PURPOSE OF POSITION:

In a lead capacity, provide a range of professional library services (to include technical and/or public service functions), including supervision of a function, scheduling of staff, work assignment, training, procedure development, and performance evaluation.

ESSENTIAL JOB FUNCTIONS:

Original and copy cataloging for library materials in book and non-book formats, utilizing electronic cataloging resources and standards.

Reference and readers' advisory services by knowing and using local and remote resources, conducting reference interviews, doing research and performing computer and on-line searches.

Direct customers to appropriate sources, match interest and abilities to library materials, compile book lists, bibliographies and other resources, and instruct patrons in the use of library media.

Interlibrary loan management. Children's and Young Adult Services.

Provide assistance in analyzing and evaluating processes to keep up with emerging trends in library services.

Represent the department at City meetings and regional library meetings. Schedule and assign Library Assistant, Library Page and volunteer time in support of function.

Assign, supervise and evaluate work of subordinates. Hear grievances and administer disciplinary action. Interview and effectively recommend hiring and termination actions. Ensure provision of adequate training within areas of responsibility.

Read and research journals and other appropriate sources to determine possible additions to collection. Recommend collection additions and/or changes and options for acquisitions and cataloging.

Provide general information to patrons regarding Library procedures and programs. Instruct in the use of Library equipment, e.g. computer system, etc.

Provide recommendations for procedure and policy changes, library planning, technology implementation and upgrades. Select, prepare, and reserve materials as requested by groups or individuals.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Broad knowledge of the principles, practices and philosophy of public library operations, current methods and principles governing the reference services, cataloging and collection management of print and non-print materials. Completion of an ALA accredited Master's of Library Science program, and three years experience in a public library system, including at least one year of supervisory experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: None.

DESIRABLE REQUIREMENTS: Participation in professional organizations or endeavors.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES:

Responsible for supervising one to six FTE. May provide training and orientation to volunteers, students, and newly assigned personnel on site policies and practices. Responsible for supervision of staff and for library operations in the absence of the Library Manager.

SUPERVISION RECEIVED:

Works under the general supervision of the Library Manager.