



West Valley - Mission

Community College District

CLASS SPECIFICATION

SUPERVISOR, LIBRARY TECHNICAL & PUBLIC SERVICES

Supervisory Position (Non-Exempt Status)

Supervisors Salary Schedule – Range 28

DEFINITION

To plan, organize, direct, and supervise technical and public operations within the library department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Dean.

Exercises direct supervision over assigned technical staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for library services on an assigned college campus; implement policies and procedures.

Plan, prioritize, assign, supervise, and review the work of staff involved in library technical and public services.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Ensure library facilities, equipment, and IT are functioning properly, report issues and follow up until resolved.

Liaison with faculty librarians to ensure that the public and technical library services are supporting and meeting the educational needs of students.

Maintain library supplies, and make purchases as necessary to support library operations.

Serve as the backup staff member during absences and weekends.

Answer questions and provide information to students, staff, administrators, and others; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of college library functions, including library service platforms, circulation, book reserves, and materials acquisition, processing, and cataloguing.

Principles and practices of supervision, training, and performance evaluations.

Principles and practices of budget monitoring.

Relevant and applicable library software and database systems.

Principles and practices of safety management.

Pertinent local, state and federal laws, ordinances, rules and regulations.

Ability to:

Organize, implement, and direct college library technical and public operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train, and evaluate assigned staff.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

Experience and Education

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

Experience:

Four years of increasingly responsible experience in the library technical and public services function, including one year providing technical and functional supervision over assigned staff.

Education:

Equivalent to an Associate's degree from an accredited college with major coursework in library science, or a related field.

EEO Category: Professional Non-Faculty

Date Approved: July 17, 2019