

**City of San Rafael  
Job Class Specification**

# **Job Title: Library Technical Services Supervisor**

## **SUMMARY**

Under direction, plans, organizes and supervises library staff responsible for technical services and related activities.

## **DISTINGUISHING CHARACTERISTICS**

This single-position class is the first full supervisory level in charge of personnel and activities associated with cataloging, processing, and maintaining the library's materials records database. This position will directly participate in the work of the unit. The position is guided by established policies and procedures, principles of the field, and management personnel.

This class is distinguished from the Senior Library Assistant in that the latter is a lead specialist, whereas this class is a full supervisor with associated authorities and responsibilities.

## **SUPERVISION EXERCISED**

Positions in this class may be responsible for the full supervision of Library Assistants, Library Aides, and Pages as needed.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following. Other duties may be assigned.

- Supervises the ordering, receiving and processing of library materials
- Plans and schedules employee shifts, work days, rotation of tasks, and daily or special work assignments.
- Plans, develops, and implements technical services procedures and processes in conjunction with the Library Director and professional staff.
- Plans and reviews the work of Library staff and volunteers.
- Interviews applicants for employment and recommends selection.
- Appraises employee performance, documents disciplinary problems, recommends and carries out disciplinary actions, and recommends merit increases.
- Identifies the need for and recommends or conducts training for employees.
- Maintains statistics and prepares reports regarding technical services activities.
- Develops and supervises implementation of new or revised procedures.
- Conducts special studies, surveys and projects related to technical services.
- Coordinates relationships with vendors and outside contractors within the purview of technical services.
- Stays current with technological and procedural development related to technical services, as well as management practices which involves reading publications, subscribing to relevant lists, attending conferences and workshops, and meeting with colleagues.
- Provides telephone and counter assistance to patrons in the Downtown Library's Circulation Department as required.
- Performs related duties as required.

## **KNOWLEDGE OF**

- Principles and practices of technical services.
- Principles and practices of supervision.
- Work planning and control, including selection, appraisal, counseling, and motivation of employees, and planning, scheduling, and directing work.
- Library terminology, cataloging standards, and standard library techniques.
- Organization, categorization, and location of library materials.
- Systems and processes for materials flow management.

## **ABILITY TO**

- Supervise para-professional library staff directly and through subordinate lead workers, including planning, scheduling, assigning, and appraising work, and counseling employees.
- Establish and maintain effective working relationships with other library staff, employees, and patrons.
- Identify problems related to technical services management and workflow and develop effective courses of action for their resolution.
- Maintain records and preparing reports and correspondence regarding technical services activities and processes.
- Work evenings and weekends as needed.

## **EDUCATION and/or EXPERIENCE**

Equivalent to graduation from high school and five years of experience comparable to the Library Assistant I/II classifications at the City of San Rafael. Course work in library science is desirable and may substitute for up to one year of experience.

## **LANGUAGE SKILLS**

- Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, patrons, and the general public.

## **MATHEMATICAL SKILLS**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.
- Ability to apply concepts of basic algebra.

## **REASONING ABILITY**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **PHYSICAL DEMANDS**

The physical demands described here 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 the essential functions. While performing the duties of this job, the employee is regularly required to:

- Stand, walk, sit
- Use hands to finger, handle, or feel
- Reach with hands and arms
- Talk and hear
- The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to video display and regularly works in inside environmental conditions. The employee regularly works in evenings or weekends. The noise level in the work environment is usually moderate.

FLSA Status: Non-Exempt  
Approved By: City of San Rafael  
Approved Date: March 2016