

**City of San Rafael
Job Class Specification**

Job Title: Library Circulation Supervisor

SUMMARY

Under direction, plans, organizes and supervises sub-professional library staff responsible for circulation desk and related activities.

DISTINGUISHING CHARACTERISTICS:

This single-position class is the first full supervisory level in charge of personnel and activities associated with circulation of library materials, and maintaining records of the collection. This position may participate in the work of the unit as needed. 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 supervisory or technical specialist, whereas this class is a full supervisor with associated authorities and responsibilities.

SUPERVISION EXERCISED:

Positions in this class are responsible for the full supervision of Library Assistants and Pages.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Supervises issuing of materials to patron and processing of returned books.
- Provides telephone and counter assistance to patrons.
- Supervises the collection of fines and fees and keeping of records related to circulation.
- Plans and schedules employee shifts, work days, rotation of tasks, and daily or special work assignments;
- Plans, develops, and implements circulation procedures and processes in conjunction with the Library Director and professional staff. Responds to patron concerns and complaints regarding circulation policies and procedures.
- 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 circulation activities.
- Develops and supervises implementation of new or revised procedures for periodicals.
- Conducts special studies, surveys and projects related to circulation and periodicals management.
- Participates in the work of the Library as needed including issuing and charging materials, processing returned materials, collecting fees and fines, and assisting patrons.
- Performs related duties as required.

KNOWLEDGE OF:

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 and standard library techniques including circulation procedures, and the use of the Dewey decimal system. Systems and processes for periodicals management. Organization, categorization and location of library materials.

ABILITY TO:

Supervise sub-professional library staff directly and through subordinate leadworkers, 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 circulation and periodicals management and develop effective courses of action for their resolution. Maintain records and preparing reports and correspondence regarding circulation activities and processes. Work evenings and weekends.

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 or three years of experience in sub-professional library work, including at least one year in a lead supervisory capacity. 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; and talk or 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 frequently works with use of personal vehicle. The employee regularly works in evenings or weekends. The noise level in the work environment is usually moderate.

FLSA Status: Nonexempt
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