

**City of San Rafael
Job Class Specification**

Job Title: Supervising Librarian

SUMMARY:

Plans, organizes, and oversees the operation, activities, and staff of assigned library functions and/or programs; performs a wide variety of complex management, administrative, and problem-solving duties related to public library programs and services; serves as a community liaison and works with community stakeholders and partner agencies; and supervises professional, paraprofessional, and support staff.

DISTINGUISHING CHARACTERISTICS:

This multi-position, mid-management classification is responsible for the operation, activities, and staff of assigned library function and/or programs. Incumbents in this class require mastery of library services and programs; demonstrate professional, service-oriented leadership and interpersonal skills; and provide recommendations to departmental upper management for consideration. This class is distinguished from the Assistant Library and Recreation Director/City Librarian in that the latter has overall management responsibility for all Library functions, programs, facilities, and consortia and stakeholder relationships. It is distinguished from lower-level Librarian classifications by the responsibility for managing day-to-day operations, directly supervising staff, and overseeing the development and implementation of innovative library programs, activities, and services.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Assistant Library and Recreation Director/City Librarian. Exercises direct supervision over professional, paraprofessional, and support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is meant to be illustrative and does not represent an exhaustive list of duties and responsibilities. Incumbents may not perform all duties and responsibilities listed. Other duties may be assigned.

- Plans, organizes, reviews, and evaluates the operation and activities of assigned library functions and/or programs.
- Serves as a member of the Library Division as well as the Library and Recreation Department leadership teams; assists in the development and implementation of division and department goals, objectives, policies, and priorities; ensures that programs and services support City, departmental, and Library goals.
- Plans, schedules, supervises, coordinates, reviews, and evaluates the work of assigned professional, paraprofessional, and support staff; interviews, selects, trains, motivates, coaches, and disciplines staff; ensures and coordinates staff development, training, and education.

- Develops, promotes, and monitors library programs, activities, services, and special events.
- Manages and monitors funds for the assigned functions and/or programs.
- Develops and implements procedures, processes, and work standards for the assigned functions and/or programs.
- Responds to and resolves difficult, complex, and sensitive patron complaints and inquiries.
- Plans, develops, and implements the public relations, outreach, and social media strategies for the assigned functions and/or programs; coordinates the dissemination of information to library patrons and the community through newsletters, emails, flyers, social media, and the library web page.
- Oversees and coordinates the development, selection, purchase, organization, maintenance, repair, and discarding of library materials.
- Maintains order in the observance of library rules and regulations.
- Assesses library service needs in a diverse community; develops and implements programs, activities, and services in response to community needs.
- Prepares and presents oral and written reports to the Director, Assistant Director, City Council, other City bodies, and community groups.
- Represents the library at community and professional meetings; seeks input from local groups and individuals regarding library policy and collections.
- Ensures that physical spaces and configurations at library facilities meet the needs of the community and staff.
- Applies for, obtains, and implements grants to supplement existing revenue sources to offer new and improved services to the community.
- Performs related duties as required.

KNOWLEDGE OF:

- Principles, practices, and techniques for provision of customer service.
- Practices, procedures, programs, services, administration, and community needs of modern public libraries.
- Principles, practices, and techniques of human-centered design.
- Principles and practices of staff supervision, including selection, scheduling, coaching, evaluation, counseling, and motivation of employees.
- Modern public library operational systems, including integrated library systems, automated cataloging and processing systems, electronic resources and databases, reciprocal borrowing systems, automated materials management systems, materials selection systems and processes, and modern electronic recordkeeping systems.
- Principles and practices of program development, implementation, and evaluation.
- Selection and organization of library materials to meet community needs.
- Techniques for collecting data on key performance indicators, records maintenance, and report preparation.
- Standard office practices and procedures, including the operation of standard office equipment.
- Basic budgetary principles and practices.
- Online searching, database usage, modern and traditional library customer service techniques and practices.
- Library classification and circulation.
- Basic facility management practices.

ABILITY TO:

- Actively contribute to a work culture of innovation, inclusiveness, and customer service.
- Plan, organize, and coordinate public library services and resource development programs.
- Plan, organize, supervise, review, and evaluate the work of assigned staff.
- Train, mentor, coach, and counsel staff.
- Identify and analyze data-driven community needs and develop effective programs responsive to those needs based on measurable outcomes.
- Develop and promote library programs and services.
- Perform technical library tasks and operate computerized and other library equipment with speed and accuracy.
- Interpret, apply, and explain established City and Library policies and procedures.
- Establish and maintain cooperative and effective relationships with those contacted in the course of the work.
- Identify problems and develop effective solutions.
- Set priorities, meet deadlines, and make sound decisions.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Use online resources and computing devices.
- Advise patrons of library services and selection of materials.
- Communicate clearly, effectively, and professionally, both orally and in writing, in all formats and media.
- Lead resource development activities to support library programs and services; develop effective grant proposals independently and as a team member.
- Coordinate and collaborate effectively with others to identify and achieve shared goals.
- Make effective presentations to public groups.
- Develop and implement improvements to systems, organization, and operations within the library.

EDUCATION and/or EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge, skills, and abilities may qualify. A typical way to obtain the knowledge, skills, and abilities is:

Equivalent to a bachelor's degree with major coursework in library science or a related field. A master's degree in library science or library and information services issued by a college or university accredited by the American Library Association is preferred.

AND

Five (5) years of increasingly responsible professional library experience, including two (2) years of experience in a lead or supervisory role that may have been obtained in a position other than a professional librarian.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid California driver's license by the date of appointment.

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 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORKING 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 occasionally works with use of personal vehicle. The employee occasionally works in evenings or on weekends. The noise level in the work environment is usually quiet.

FLSA Status:	Exempt
Prepared By:	MRG and Library & Recreation Management
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