

**City of San Rafael  
Job Class Specification**

## **Job Title: Supervising Librarian**

### **SUMMARY**

Under direction, plans, organizes a specific division such as Downtown Adult Services, Downtown Children's Services, or the Pickleweed Branch Library, and supervises the division's staff.

### **DISTINGUISHING CHARACTERISTICS:**

This multi-position class is a working supervisor level in charge of personnel and activities associated with a specific division or function. These positions participate in the work of the unit as needed. The positions are guided by established policies and procedures, principles of the field, and management personnel. This class is distinguished from the Librarian II in that the latter is a professional specialist, whereas this class is a working professional supervisor with associated authorities and responsibilities.

### **SUPERVISION EXERCISED:**

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

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

- Plans and schedules employee shifts, work days, rotation of tasks, and daily or special work assignments.
- Plans, develops, and implements procedures and processes.
- 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.
- Maintains statistics and prepares reports
- Maintains logs and records, conducts routine and special surveys and tabulation of usage of materials, patron demographics, and related information.
- Uses online systems to develop, organize and maintain collections.
- Acts as liaison for the division with other library divisions, City departments, and the community.
- Operates various computing devices
- Oversees collection development for the division
- Trains and supervises staff
- Provides outreach to schools and community groups
- Serves as reference librarian
- Utilizes print, multimedia, and online library information resources to provide direct readers advisory and reference service to library 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 services and collections

- Professional practices and techniques of library science
- Online library systems and information resources

**ABILITY TO:**

- Supervise library staff directly, 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 and develop effective courses of action for their resolution.
- Maintain complex records and prepare reports
- Work evenings and weekends.
- Use online resources and computing devices
- Use and explain library resources
- Communicate effectively both verbally and in writing
- Develop and promote library programs and services

**EDUCATION and/or EXPERIENCE:**

Masters in Library Science issued by a college or university accredited by the American Library Association preferred. Five years of professional library experience with three years' experience in adult services, children's services, or branch operations.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, procedure manuals, and operating and maintenance instructions. Ability to write reports, correspondence, and procedure manuals. Ability to speak effectively before groups.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

**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 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.

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

FLSA Status: Non-Exempt  
Prepared By: Nash and Company, Inc.  
Prepared Date: November 2000  
Approved By: City of San Rafael  
Approved Date: October 2001