

POSITION DESCRIPTION

Library Supervisor

PositionLibrary Supervisor
Department/SiteAcademic Affairs
FLSAExempt
Evaluated byDean of Faculty
Salary Range9

Summary

Under the general direction of the Dean of Language Arts & Library, coordinates and supervises activities, programs and services for the Library.

Essential Duties and Responsibilities

- Provides leadership, oversight, long-range planning, and development for the Library with an emphasis on the development and implementation of technology applications.
- Prepares and administers budgets; allocates limited resources in a cost-effective manner; leads the development, management, and administration of the Library's annual planning and budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; approves and directs the monitoring of expenditures.
- Responsible for the acquisition of Library materials; identifies and recommends current and retrospective acquisition needs; coordinates with Purchasing and Accounting to verify that payments are commensurate with receipt of purchased items; places orders for books, periodicals, and a variety of supplies for Library use within pre-established parameters and procedures; reports on budgets to the dean.
- Researches and identifies appropriate funding opportunities and writes grant applications to support the Library; collaborates with faculty and staff to maximize use of free and existing resources and tools for online learning.
- Plans, organizes, controls, and directs designated operations, activities, programs, and services of the Library; assists in establishing and maintaining department timelines and priorities; ensures related activities comply with established standards, requirements, grant specifications, laws, codes, regulations, policies, and procedures.
- Selects, trains, motivates, and directs Library classified staff; supervises and evaluates assigned classified staff; implements professional development to update classified staff skills.
- Works with classified staff on performance issues.
- Coordinates and directs communications, personnel, resources, budgets, staff schedules, and information to support Library faculty and to meet the instructional needs of the Library.
- Collaborates with Library faculty and the campus community in the development and delivery of information, competency/literacy for the College.
- Promotes and maximizes faculty and student use of the Library.
- Monitors and recommends solutions for issues involving the Library building, physical facility, security, and technology.
- Conducts a variety of analytical and operational studies regarding the Library and programmatic activities; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
- Assists the dean in responding to and completing local, state, and national surveys on the Library; insures compliance with local, state, and federal regulations.
- Attends and participates in professional group meetings and various College committees and advisory boards; stays abreast of new trends and innovations in relation to the areas of

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assignment; advises, provides guidance, and prepares and delivers presentations on issues pertaining to the Library.

- Creates an atmosphere of collegiality, supports the goals of participatory governance, and engenders a positive, student-centered focus on services; visibly present in the Library.
- Schedules regular staff meetings; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the dean.
- Responds to student, staff, and faculty inquiries and complaints; manages and resolves conflict; administers the collective bargaining agreements among the College and the classified union.
- Plans and implements technological innovations including work on Library services platforms (LSP).
- Applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other duties as assigned that support the overall objective of the position and the College's mission and philosophy.

Knowledge, Skills and Abilities

- Experience and training in the utilization of technology in the area of libraries.
- Experience and training in budget practices.
- Experience in acquisition procedures for a Library.
- Requires ability to interpret, apply and explain rules, regulations, policies and procedures.
- Requires well-developed human relations written and oral communication skills to maintain professional liaisons with students, employees, and the general public, and to coordinate the work of Library classified staff.
- Requires a working knowledge of computer database and tracking system software as well as knowledge of commonly used office equipment and software programs.
- Requires the ability to communicate effectively with a diverse population both orally and in writing.
- Requires the ability to carry out the essential functions of the position with only general direction.
- Requires the ability to plan, organize, and prioritize work.
- Requires the ability to meet schedules and timelines.
- Requires the ability to explain and train the College's classified staff and student workers.
- Requires the ability to evaluate a complex program.
- Requires the ability to work effectively in a shared governance environment.
- Requires the ability to work effectively at a management level.
- Requires the ability to conduct long-range strategic planning.
- Requires the ability to provide customer service protocol with a customer service oriented priority.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.

Education and Experience

- Possession of a bachelor's degree in Library Science or Library and Information Science, or other related degree, and three years of experience in a related management assignment in an educational environment.