

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Supervising Librarian	<b>Job Family:</b> 4
<b>General Classification:</b> Professional	<b>Job Grade:</b> 25

**Definition:** To plan, organize and lead a major program or operational area and supervise a major work group in the Library: Adult Services, Customer Services, Support Services or Youth Services. To provide highly responsible professional and technical assistance to the Library Services Manager and the Library Services Director.

**Distinguishing Characteristics:** This is the supervising-level classification in the Librarian series. Positions at this level are distinguished from Librarian II positions by the level of responsibility assumed, the complexity of duties assigned and the supervisory responsibilities over other professional, clerical and technical positions. Employees perform the most difficult and responsible types of duties assigned to the classes and program areas. Employees at this level are required to be fully trained in all procedures related to the assigned area of responsibility, have a high level of understanding of all Library policies and procedures and be responsible for coordinating staff activities and supervising the work of others. This position receives general direction from a Library Services Manager.

**Examples of Duties:** Duties will vary by work group responsibility and may include, but are not limited to, the following:

1. Assess and respond to customer needs; oversee and evaluate the provision of service in the program or operational area.
2. Participate in the Library leadership group to determine Library-wide strategies and services.
3. Plan, organize and coordinate a major program or operational area within the Library such as Adult Services, Customer Services, Support Services or Youth Services; assist in developing and implementing policies and procedures.
4. Monitor developments and trends in the library profession and specialized program areas.
5. Maintain an understanding of current Library technologies and utilize software and hardware resources effectively to accomplish work group and Library-wide goals.
6. Plan and implement programs and events within assigned program area; conduct programs and events for the public.

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7. Perform the most difficult professional work in the program or operational area; train other staff and understand the work of staff reporting to this position.
8. Participate in the selection of personnel and provide staff training; perform employee evaluations and work with employee to correct performance deficiencies.
9. Plan and conduct regular staff meetings; schedule staff appropriately within budgeted allocations.
10. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; maintain and prepare various reports on operations and activities.
11. Review and evaluate materials collections to determine additional materials to be added and materials to be removed.
12. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
13. Maintain the integrity of the Library's on-line catalog; investigate problems and recommend corrective action.
14. Serve as a primary contact for vendors, community groups and other individuals with whom the Library has a relationship.
15. Build and maintain positive working relationships with coworkers, other City employees and the public using the principles of good customer service. Coordinate activities with other work groups in the Library.
16. Meet and give talks to community groups; represent the Library to outside groups.
17. Represent the Library on City or community task forces, committees, etc.
18. Perform related duties as assigned.

**Minimum Qualifications:**

Knowledge of (may vary somewhat by work group assignment):

- Public library principles, organization, objectives, trends, materials, services and practices; current service delivery in appropriate work area.
- Computerized bibliographic databases and other electronic/virtual resources and research techniques.

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- Library automation systems, computer equipment and related technology-based systems; current technologies for library functions and operations (e.g., RFID, digital collections, downloadable electronic resources).
- Library cataloging and classification principles, resources (e.g., AACR2, Dewey Decimal classification scheme, MARC formats, database maintenance and authority control).
- Principles of supervision, team-building, performance evaluation and training.
- Publishing, vendors and vendor resources.
- Principles of materials selection and deselection, collection development and maintenance practices and techniques, including outsourcing.
- Resources and strategies for performing difficult reference and research work.

Ability to:

- Develop and apply library policies and procedures and other professional knowledge to the practical problems of the position and work group.
- Plan, assign and organize the work of professional, paraprofessional and clerical staff.
- Analyze and respond to community interests, questions and concerns regarding library services and collections.
- Plan and create library programming and promotional materials utilizing appropriate staff and technology resources.
- Achieve operational efficiencies by applying knowledge of library technologies, systems and applications to Library service needs.
- Interpret and explain pertinent City and department policies and procedures.
- Gather, analyze and interpret data; draw conclusions and make recommendations based on relevant information.
- Handle multiple tasks and projects at once and handle constant interruptions.

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- Make quality decisions under pressure; analyze problems; identify alternate solutions; project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective work relationships; achieve cooperation through tactful discussion and persuasion.
- Perform physical tasks such as lifting and moving library materials and equipment; stoop, reach, kneel, walk up and down stairs.
- Use a personal computer and peripheral devices; use various standard and specialized computer applications; use a variety of office equipment.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Three years of increasingly responsible professional librarian experience in a major program or operational area, such as Adult Services, Customer Services, Support Services or Youth Services. Equivalent to a bachelor's degree from an accredited college or university with major course work in Library Science or a related field. Master's degree in Library Science from an ALA accredited institution is highly desirable.

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CLASS SPECS

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