

# CITY OF BEAVERTON

## Library Supervisor

### General Summary

Supervise a section in the Library and assist in preparing the budget.

### The Key Distinguishing Duties

Overall responsibility for the operation of a Library section and staff including hiring employees, responding to grievances and overseeing the disciplinary process as needed.

### Essential Functions

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Supervise the operations of a Library section. Develop, review, approve and implement section work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of a library division management team. Gather statistics and prepare reports. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants
2. Supervise staff to ensure City goals and objectives are met. Schedule, assign and review work. Make hiring decisions for section staff and participate in hiring decisions for other Division staff. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary processes according to the collective bargaining agreement and City policy.
3. Assist in preparing and monitoring budget for section. Provide explanation for variances.
4. Support the Library volunteer program. Coordinate volunteer scheduling, training, coaching and direction as needed.
5. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
6. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
7. Produce an acceptable quantity and quality of work that is completed within established timelines.

8. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
9. Represent the City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
10. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
11. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and general public.
12. Participate in the City Emergency Management program including classes, training sessions and emergency events.
13. Follow standards as outlined in the Employee Handbook.
14. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

### **Other Functions**

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Work on special projects as assigned.
3. Attend meetings or serve as Division Librarian as assigned.
4. Perform related duties of a similar scope and nature.

### **Knowledge Required**

- ◆ Advanced knowledge of practices, tools and techniques for assigned library division.
- ◆ Advanced knowledge of technology including computers, CD ROM, on-line bibliographic/informational databases and audio-visual equipment.
- ◆ Working knowledge of the laws and regulations governing library management.
- ◆ Working knowledge of practices and principles of public/business administration practices and decision-making
- ◆ Working knowledge of strategic planning methods with an emphasis on services related to library management
- ◆ Working knowledge of public purchasing and contracting laws and regulations
- ◆ Working knowledge of human resources management.

### **Skills/Abilities Required**

- ◆ Ability in conceptual analysis and policy/program development and implementation.
- ◆ Strong ability to successfully manage the operations and budget of a division.
- ◆ Strong ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Strong ability to effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to build consensus.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to coach employees on and to apply excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public regarding library services. Ability to make presentations and develop reports that may include technical information.
- ◆ Advanced ability to use word-processing, spreadsheet programs or other application software as required for position.

### **Minimum Qualifications Required for Entry**

Bachelor's degree; additionally, some positions in this class require a Master's degree in Library Science from an American Library Association approved program. Three years experience in a supervisory or lead role with library experience preferred or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

### **Licensing/Special Requirements**

- ◆ Some positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

### **Working Conditions**

Regular focus on a computer screen; daily precise control of fingers and hand movements; occasional dealing with distraught or difficult individuals; weekly lifting, stooping, crawling, bending, kneeling, reaching and standing for 30 minutes at a time; frequent evening, weekend and holiday work; occasional operation of a motor vehicle on public roads.

### **Classification History**

As of 10/97: Librarian

Revised: 11/07

New class specification title 1/98: Librarian

Revised: 3/05  
New FLSA Status 9/05: Non-Exempt  
Revised: 1/1/09

Status: M2  
FLSA: Exempt

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Department Head Signature

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Human Resources Signature

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