

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Librarian Supervisor		
<b>Job Code:</b>	PR1891	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	611	<b>Date Reviewed:</b>	07/14/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Supervises, assigns, reviews and participates in the work of employees responsible for performing a wide variety of professional and technical library work within an assigned library, including reference and circulation services, interlibrary loan and cataloging functions, media services and children's programs. Ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Establishes schedules and methods for providing services; identifies resource needs; reviews needs with appropriate management staff; and allocates resources accordingly.
3. Participates in the development of goals, objectives, priorities, and policies; monitors work activities to ensure compliance with established policies and procedures; and makes recommendations for changes and improvements to existing standards and procedures.
4. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned library programs, service delivery methods and procedures; and works with employees on the continuous improvement of city services.
5. Recommends and assists in the implementation of library goals and objectives; and implements approved policies and procedures.
6. Performs the more technical and complex tasks of the work unit. Provides patron advisory and references services; assists patrons in locating and selecting library materials; performs information searches using multiple formats and tools; and catalogs materials.

7. Monitors library collection materials, including print and non-print formats; and oversees evaluation, selection and update of materials based on community needs.
8. Provides assistance to library patrons in the operation and use of the library's automated catalog system and other computer-based services.
9. Oversees the provision of library services, including reference assistance, circulation functions and computerized library services, including CD-ROM software, multimedia computers and Internet access.
10. Coordinates interlibrary loan activities; confers with other libraries; and ensures proper transfer of materials.
11. Oversees and participates in cataloging activities; performs original and copy cataloging for English and foreign language materials; and creates bibliographic records for computerized public access.
12. Oversees the provision of various media publications, including CD-ROM, audio and video tapes and various other forms of media in non-print formats; and ensures adherence to established procedures governing loaning of materials.
13. Coordinates the implementation of various children's programs within assigned library branch; analyzes children's book collection; and recommends the acquisition of new materials.
14. Participates in the preparation and administration of the library budget; submits budget recommendations; and monitors expenditures.
15. Prepares analytical and statistical reports on operations and activities.
16. Attends and participates in professional group meetings; and stays abreast of new trends and innovations in the field of library management.
17. Participates in local community activities; and makes presentations to community groups.
18. Performs other related duties as required.
19. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Operations, services and activities of a variety of library services and operations.
  - Modern and complex principles and practices of professional library work.
  - Principles and practices of selection and ordering of library materials.
  - Principles and practices of library reference work.
  - Principles of library collection and circulation.
  - Operations of an interlibrary loan program.
  - Library organization, materials and equipment.
  - Principles and practices of library cataloging.

- Services and activities of a children's library program.
- Principles of supervision, training and performance evaluation.
- Library goals and objectives.
- Statistical reporting.
- Indexing, customer search behavior, search limits and restrictions.
- Local cataloging and processing procedures.
- Archives and genealogy trends and best practices.
- Purchasing rules and regulations.
- **Skill in:**
  - Organization and time management.
  - Interpersonal relations.
  - Customer service.
  - Computers and applicable software.
  - Analytical thinking.
  - Basic math.
  - Troubleshooting.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Supervise, organize and review the work of subordinate employees.
  - Select, supervise, train and evaluate subordinate employees.
  - Interpret and explain library policies and procedures.
  - Perform a wide variety of professional library work.
  - Oversee the provision of library support services.
  - Coordinate interlibrary loan activities.
  - Oversee and participate in cataloging activities.
  - Oversee the provision of various media publications.
  - Monitor vendor performance and take remedial action.
  - Coordinate the implementation of various children's library programs.
  - Interpret and explain City policies and procedures.
  - Prepare clear and concise reports.
  - Respond to requests and inquiries from the general public.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Master's degree from an ALA accredited college or university with major course work in library and information sciences and four years of professional library experience, including two years of lead responsibility.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*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.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

## **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.*

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.