

**Title:** Librarian Supervisor  
**PG:** 45  
**Status:** Civil Service  
**Position Reports to:** City Librarian  
**Department:** Parks & Recreation/Library

**Class Code:** 2126  
**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS:**

This is professional work which provides supervision of a branch library. This classification provides guidance towards the development and implementation of programs of services to children, young adults and adults. Work is performed under general supervision and is reviewed by the City Librarian.

### **ESSENTIAL FUNCTIONS:**

1. Supervises, evaluates, interviews and participates in the selection of new staff members for a branch library.
2. Trains library staff members in evaluating and selecting book and non-book materials and in serving library users of all ages with reference, information and reader's advisory services.
3. Schedules staff members to provide public services.
4. Examines the branch library's collections and directs the selection of additions and replacement titles to serve the branch library users.
5. Becomes familiar with the communities identified as the branch library's service area cooperate in joint activities and programs of service.
6. Responsible for general maintenance of facility and reporting any repair work needed.
7. Communicates needs of branch library to City Librarian.

### **ADDITIONAL RESPONSIBILITIES:**

1. Keeps abreast of current issues and developments in the public library field, especially those pertaining to branch library collections and services, and disseminates information to branch staff.
2. Represents the library at professional workshops, meetings, and conferences.
3. Performs related work as required.

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of current trends and practices affecting public library services, particularly in the area of branch library services.
2. Knowledge of all formats of materials for adults, children, and young adults and review media in those areas.
3. Skill to provide reference/information service and to teach branch library staff members applicable techniques.
4. Skill to prepare reports and present ideas clearly and concisely in written and oral forms.
5. Ability to be responsible for overseeing the routine safety and maintenance of the branch facility.
6. Ability to present the library and the branch library's program of service to community groups and groups of professional colleagues at the local, regional, and state levels.
7. Ability and willingness to establish and maintain effective working relationships with co-workers, other City employees and the general public.

### **WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

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**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Master's Degree in Library/Information Science from a graduate library/information science program accredited by the American Library Association with emphasis in the areas of study of public librarianship.
2. Three (3) years of experience in a public library with one (1) year in a supervisory position.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level two (2) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.