



Job Description

Job Title:	Library Services Supervisor	Grade:	K
Department:	Library Services	FLSA:	

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

This position supervisory, administrative and technical support for functional areas of library services; and manages a function area including supervision of full and part-time staff and responsibility for projects.

Characteristic Duties and Responsibilities:

1. Develops, interpret and carry out library policy and procedure.
2. Manages daily processes within functional area.
3. Gathers data and maintains current statistics for functional area.
4. Markets and promotes library resources and services within area of specialty.
5. Plans, organizes, and manages assigned projects.
6. Trains, oversees, and provides leadership to full and part-time staff assigned to functional area or project; monitors performance, reviews completed assignments.
7. Assists librarians in management and administrative processes within area of specialty.
8. Troubleshoots software and hardware issues
9. Other duties as assigned

Reporting Relationships:

Direction Received: Reports to the Assistant Director for Public Services

Direction Given: Direct supervision as a first-line supervisor full and part-time administrative support staff



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Minimum Requirements:

A Bachelor's degree from an accredited institution and 4 years of full time work experience in a library; or a combination of an associate's degree from an accredited institution and 6 years of full-time work experience; experience with integrated library systems. Library databases and web based technologies.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of library policies, procedures, and technical support

Strong interpersonal and communication skills

Ability to work as an individual and part of a team

Excellent management and supervisory skills

Experienced in printing services, inventory control and cashiering

Working Conditions:

Typical office environment