

CIRCULATION-CATALOG SUPERVISOR

Supervisor

Hatch Public Library Director

Typical Responsibilities of Position

Under general supervision, performs paraprofessional work serving library patrons directly or indirectly.

May have supervisory and decision-making responsibilities.

Duties/Examples of Work

1. Plans, organizes and conducts library services in the areas of circulation, cataloging of materials, interlibrary loan and technical services.
2. Assists in training, scheduling and evaluating the work of persons in support staff positions.
3. Oversees the planning of special interest displays, programs and projects; prepares routine publicity.
4. Advises the library director in regard to policies and procedures in areas of responsibility; writes reports and recommendations; implements decisions.
5. Assists in library technology planning, implementation, and management.
6. Plans services and organizes the collection in the heritage room; maintains a working relationship with local history and genealogy agencies.
7. Catalogs all types and levels of materials and maintains the accuracy of the public catalog.
8. Assists with collection development and provides information and recommendations that can be used for materials selection.
9. Prepares bibliographies.
10. Assists in the updating of library procedures; collects and organizes statistics.
11. Assists patrons with ready-reference questions and readers' advisory, bibliographic instruction and database searching.
12. Assists patrons in technology room with internet research, sending and receiving emails, and with varied types of software applications.
13. Carries out library policies and procedures.
14. Participates in library planning.
15. Performs light housekeeping
16. Performs other related work.
17. Oversees library operations according to the guidelines outlined in the Hatch Public Library Policy Statement in the Library Director's absence.

Knowledge and Abilities

1. Ability to plan, organize, train, supervise and evaluate the work of library employees.
2. Ability to effectively present information and respond to questions from patrons.
3. Ability to maintain confidentiality of library patron information.
4. Ability to follow detailed instructions.
5. Ability to gather statistics, analyze information and write reports.

6. Ability to identify problems and opportunities, review possible alternative courses of action and utilize information and resources for decision-making purposes.
7. Ability to operate library business machines properly, which may require knowledge of databases and search methods.
8. Ability to understand library policies and procedures and apply them to library operations.
9. Ability to use computer software and manage computer technology.
10. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
11. Considerable knowledge of library operations, services and materials.
12. Mobility: travel to meetings outside library/system
13. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
14. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
15. Working knowledge of English grammar and spelling.

Physical Demands of the Position

1. Ability to work in confined spaces.
2. Bending/twisting and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less.
4. Fingering: keyboarding, writing, filing, sorting, shelving and processing.
5. Handling: processing, picking up and shelving books.
6. Lifting and carrying: 50 pounds or less.
7. Pushing and pulling: objects weighing 300-400 pounds on wheels.
8. Sitting, standing, walking, climbing, stooping, kneeling and crouching.
9. Talking and hearing; use of the telephone.

Mental Requirements

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions effectively, follow instructions from supervisor, verbally and in written form.
3. Ability to deal with abstract and concrete variables.
4. Ability to interpret technical regulations and instructions.
5. Analytical Skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
6. Communication Skills: effectively communicate ideas and information both in written and verbal form.
7. Creative Decision-making: effectively evaluate or make independent decisions based upon experience, knowledge or training, without supervision.
8. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
9. Planning and Organization Skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.

10. Problem-solving Skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.

11. Reading Ability: effectively read and understand information contained in memoranda, reports, bulletins, manuals, publications, etc.

12. Time Management: set priorities in order to meet assignment deadlines.

Environmental/Working Conditions

1. Flexible work hours; frequent evening and weekend hours.

2. Inside work environment.

Equipment Used

Building systems such as computer based security, heating/air conditioning, fire protection (alarms and smoke), computer equipment, library automation systems, audiovisual equipment, calculator, camera, cash register, copy machine, fax machine, microfilm/fiche reader/printer, telephone/TDD/TTY, typewriter, bookcart, pager and cell phone.

Education and Experience

1. High school diploma or equivalent, as demonstrated by prior work experience or documented accomplishments.

2. Library course work in selection, organization of materials, and reference and information services.

3. Management and supervisory responsibility or two years of progressively more responsible library management experience.

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