

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 3550
Approved by C.S.B.
7/11/2012

SUPERVISING LIBRARIAN

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DEFINITION

Under general direction plans, supervises and participates in the operation of a large or major specialized library function and performs other work as required.

EXAMPLES OF DUTIES

1. Manages and administers policies and procedures for a comprehensive library division such as adult services, children's services, branch services or technical services; maintains order and discipline in the observance of Library rules and regulations.
2. Oversees and coordinates division services, including access of information via electronic information retrieval systems and online catalogs, such as the Internet; supervises professional, technical and clerical staff including scheduling for main and branch operations and assignment of work activities, projects and programs.
3. Serves as a member of the Library management team; assists in the development and implementation of departmental goals, objectives, policies, and priorities.
4. Coordinates the selection of library materials and administers the budgets for these materials.
5. Oversees maintenance, repair, and discarding of library materials.
6. Assesses library services needs in a culturally diverse community; develops and implements services and activities in response.
7. Promotes reader interest and full use of library resources by evaluating the classification and arrangement of library materials; develops, implements and promotes programs and special events to stimulate interest.
8. Directs and participates in community programs, both in-house and through community outreach including presentations to special interest groups.
9. Compiles and analyzes library activity reports; evaluates library services, programs, systems, and procedures; prepares various reports; recommends changes.
10. Provides reference and readers' guidance; assists and advises teachers concerning materials for classroom use; recommends training activities for Library staff.
11. Attends and represents the library at professional meetings as required.
12. Assists with maintaining a web presence through the Library web page and use of social media.
13. Writes and administers grants and grant applications on regional, state and federal levels.
14. Assists in division budget preparation and administration.
15. Supervises, trains and evaluates assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an American Library Association accredited college or university with a Master of Library Science or Master of Library and Information Services Degree.

Experience: Four years of responsible professional public library experience, at least one year of which shall have been in a supervisory capacity. One year of experience in the related specialty is preferred.

Knowledge

Knowledge of principles and practices of professional librarianship, including organizational, collaboration, public relations, and modern service models; principles and practices of program development, implementation, and evaluation; principles and practices of supervision, training, performance evaluations and personnel management; principles and practices of budget preparation and monitoring; library equipment operation, including electronic information retrieval systems and on-line catalogs; library classification, circulation, and cataloging; reference techniques and practices; collection development; children's and/or adult literature collections and other library materials.

Ability

Ability to effectively plan, organize, direct, and coordinate the activities of assigned library division; identify and analyze community needs and promote interest in library services; develop and implement library programs and services which meet community needs; perform technical library tasks and operate computerized and other library equipment with speed and accuracy; serve as a responsible steward of the community's resources; interpret, apply and explain established City and Library policies and procedures; establish and maintain accurate records; plan, administer and evaluate work programs and schedules; interpret and analyze information; clearly define problems and develop solutions; draw valid conclusions and project consequences of decisions and recommendations; prepare reports; write grant proposals; set priorities, meet deadlines and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively and courteously, both orally and in writing; establish and maintain effective working relationships with employees and the general public and supervise, train and evaluate assigned staff.

Special Requirements

Willingness and/or ability to work rotating and/or irregular shifts, including nights and weekends.

Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.