

POSITION: Fiction/AV/Teen Department – Program Librarian-Supervisor

Job Description

SUPERVISOR:

Under the direct supervision of the Department Head of Fiction/AV/Teen Services.

RANGE: LS11

SCHEDULE: 37.5 hours. Exempt. Day hours with one evening shift per week and participation in the Friday evening and weekend rotations. Schedule subject to change if the need arises.

PURPOSE:

This position takes lead in coordinating the development and execution of Department programming for adults, as well as working with teen services staff to provide support for programming for teen patrons. The position directly supervises staff as assigned, as well as recruiting, training and overseeing substitute staff. This position acts as coordinator for the Library's Homebound program. Responsible for scheduling for the Department. Serves as in-charge librarian and participates with the Department Head and Assistant Department Head in the development of Department policies and procedures. This position also includes staffing and providing services of the Fiction/AV/Teen public service desk. Excellent organizational skills, flexibility, effective communication skills, and a strong affinity for popular materials are required. The position requires the ability to access, input, and retrieve information from the computer; ability to conduct reference interviews in-person, by telephone, and online; ability to communicate effectively with staff within and outside the Department; ability to retrieve information from print and non-print collections; ability to perform light to medium work.

ESSENTIAL DUTIES:

Programming and Program Oversight: 30%

Public Service: 30%

Operations Coordination: 25%

Supervision: 15%

DUTIES AND RESPONSIBILITIES:

Program Oversight

Coordinates the planning and facilitation of Department programs and events

With the Department Head, works with other staff to develop new programming

Partners with department programming staff to develop a comprehensive and coordinated plan for in-house and off-site programs

Partners with other program planners within the Department and in other Library departments to provide coordinated events

Public Service

Coordinates Homebound service

Applies values-based customer service

Assists in the use of the equipment items in the public service area

Compiles bibliographic aids, booklists, path finders, and prepares displays

Provides information and readers' advisory service at the Department public service desk, on the telephone, and online

Operations Coordination:

Contributes to maintenance and execution of training plan for desk service

Documents Departmental procedures and keeps them up-to-date

Responsible for preparing weekly desk schedules and annual weekend schedules

Supervision

Assesses and evaluates job performance of supervised staff

Assigns tasks and coordinates workflow for supervised staff

Edits and approves time clock entries for supervised staff and others when appropriate

Recruits, trains, oversees substitute staff

Participates in the recruitment and hiring process for the Department

Supervises, trains, directs, and evaluates assistant-level staff

Other

Conducts book discussions when needed

Conducts tours and provides bibliographic instruction

Participates in special projects when assigned

Performs collection development as assigned

Plans and implements programs where appropriate

Prepares reports and compiles statistics as assigned

Represents the Department and Library at community events where appropriate

Serves as building in-charge person when assigned

Serves as liaison with community groups and schools as assigned

Serves on committees as assigned

Serves on the Community Engagement Group

Supervises, trains, and evaluates volunteers when assigned

Attends appropriate meetings, workshops, and seminars

Other duties as assigned

ABILITY, KNOWLEDGE, AND SKILLS: (in alphabetical order)

- Ability to access, input and retrieve information from the computer
- Ability to conduct a reference interview in-person, on the telephone, and online and to provide accurate information in a timely manner
- Ability to correctly interpret and implement policies and procedures with staff
- Ability to delegate
- Ability to follow directions and complete tasks assigned in a timely manner
- Ability to handle multiple tasks
- Ability to handle several tasks simultaneously
- Ability to lead a group
- Ability to lift, push, pull, stoop, bend, grasp, kneel, crouch, carry, and reach
- Ability to listen effectively
- Ability to moderate a discussion
- Ability to perform light to medium work
- Ability to plan
- Ability to retrieve information from print and non-print collections
- Ability to speak publicly

- Ability to supervise
- Ability to train
- Ability to work as a member of the team
- Ability to work efficiently, effectively, and courteously with patrons and staff
- Ability to work independently
- Excellent skills in written and oral communication
- Familiarity with teen services
- Knowledge of community needs and interests
- Knowledge of group dynamics
- Knowledge of library materials in several broad areas
- Knowledge of library policies and procedures
- Knowledge of popular materials
- Knowledge of programming and event techniques and methods
- Knowledge of standard reference sources
- Knowledge of the professional practices, procedures, and techniques of Library Science
- Knowledge/skill in general reference
- Knowledge/skill in readers' advisory reference
- Knowledge/skill in ready reference
- Knowledge/skill in the Integrated Library System
- Knowledge/skill in the use of electronic reference tools
- Knowledge/skill of in-depth electronic bibliographic and informational searches using online databases, Internet sites, and the ILS/Horizon database
- Knowledge/skill of the use of computers, Windows, e-mail, and social media
- Knowledge/skill with collaborative and/or interactive web applications
- Knowledge/skill with electronic messaging e.g. IM
- Knowledge/skill with Microsoft Office applications

EDUCATION AND TRAINING:

Master's degree in Library Science from an ALA accredited library school.
 Minimum of three years experience in a public service department required.
 Event/program planning experience and supervisory experience desired.
 Bilingual skills a plus.

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