

Definition: This is responsible supervisory library-clerical work in directing the work of a group of library helpers and assistants within a large library.

An employee in this class is responsible for supervising a variety of library operations such as circulation, accessioning, purchasing and the maintenance of shelved or filed collections, which may consist of basic routine or moderately complex library work methods. Work involves assigning tasks, determining work methods and standards of performance and communicating policy and regulations to subordinates. Employees are responsible for interviewing, recommending employment, training and disciplining of subordinates, as well as responsibility for subordinates' work performance. Duties involve supervision of such activities as shelf maintenance, circulation desk management, or a variety of library-clerical activities. Supervision is received through personal conferences, observation of work in progress and review of completed work.

Examples of Work: Interviews and recommends employment of new employees.

Supervises lower level library personnel in various aspects of library work including the purchasing, circulation and maintenance of shelved or filed collections.

Supervises the movement of book trucks, furniture and equipment.

Determines the need for shelf relocations and supervises reshelving activities.

Assists library patrons in locating and using library source materials and supervises and performs tasks involved in users borrowing and returning books.

Supervises and performs card catalog filing and revision of card filing and directs clerical processing operations.

Required Knowledge, Skills and Abilities: Knowledge of library techniques, procedures, and working tools used in cataloging, circulations and maintaining library materials.

Knowledge of the methods and procedures used in bibliography preparation and the use of library research materials.

Ability to plan, assign, and coordinate the work of subordinates.

Ability to apply library methods and principles of cataloging, circulation and providing patron service.

Ability to establish and maintain effective working relationships with other library personnel and the public.

Minimum Experience and Training: Three years of experience in library-clerical work; or one year as a year as a Library Assistant 2;

OR

Any equivalent combination of experience and training.