

City of Fort Worth, Texas Job Description

Classification Title	Regional Librarian Supervisor		
Job Code:	PR2191	Job Family:	Professional
Pay Grade	612	Date Reviewed:	07/17/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Supervises and coordinates the activities and operations of an assigned regional library, including reference and patron services, circulation activities and facility maintenance needs. Provides complex staff assistance to the Librarian Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Participates in the development and implementation of goals, objectives, policies and priorities. Recommends and implements resulting policies and procedures.
3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; and implements improvements.
4. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned library programs, service delivery methods and procedures; and works with employees on the continuous improvement of city services.
5. Oversees the provision of patron advisory and references services; and assists patrons in locating and selecting library materials.
6. Monitors regional library collection materials; and oversees evaluation, selection and update of material based on community needs.
7. Provides assistance to library patrons in the operation and use of the library's automated catalog and other computer based systems.
8. Monitors the maintenance and repair needs of regional library facilities. Recommends and coordinates needed repairs.
9. Participates in the development and administration of assigned program budget. Forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and recommends adjustments, as necessary.

10. Provides staff assistance to the Librarian Manager; participates on a variety of committees; and prepares and presents staff reports and other correspondence as appropriate and necessary.
11. Coordinates regional library activities with those of other divisions and outside agencies and organizations.
12. Attends and participates in professional group meetings; and stays abreast of new trends and innovations in the field of library management and services.
13. Serves as the liaison for regional library activities with other divisions, departments and outside agencies. Negotiates and resolves sensitive and controversial issues.
14. Interprets city and library policies and procedures for staff and the public.
15. Oversees the provision of regional library services, including reference assistance, circulation functions, children's services and computerized library services including CD-ROM software, multimedia computers and Internet access.
16. Participates in local community activities; and makes presentations to community groups.
17. Performs other related duties as required.
18. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operational characteristics, services and activities of a regional library management program.
 - Modern and complex principles and practices of regional library management and professional library work.
 - Principles and practices of library reference work.
 - Principles of specialized library services such as children's, data base searches, the Internet and audio and visual formats.
 - Principles of library collection, circulation and cataloging.
 - Library organization, materials and equipment.
 - Principles of municipal budget preparation and control.
 - Principles of supervision, training and performance evaluation.
 - City and Library Department policies and procedures.
 - Library technical applications.
 - Interpersonal relations.
 - Planning and prioritizing.
- **Skill in:**
 - Analytical thinking.
 - Project management.
 - Organization and time management.
 - Computers and applicable software.
 - Customer service.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Supervise, direct and coordinate the work of subordinate employees.
- Select, supervise, train and evaluate subordinate employees.
- Recommend and implement goals and objectives for providing effective regional library services.
- Interpret and explain library policies and procedures.
- Perform a wide variety of professional library work.
- Coordinate maintenance and repair needs of regional library facilities.
- Oversee the provision of patron advisory and references services.
- Monitor and recommend the maintenance and repair of regional library facilities.
- Prepare clear and concise reports.
- Analyze problems; identify alternative solutions, project consequences of proposed actions and implements recommendations in support of program goals.
- Respond to requests and inquiries from the general public.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Master's degree from an ALA accredited college or university with major course work in library and information sciences and four years of responsible professional library experience, including two years of administrative and/or lead supervisory experience.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.