

JOB DESCRIPTION
LINEBAUGH PUBLIC LIBRARY SYSTEM
SUPERVISORY ASSOCIATE

1. **JOB TITLE:** SUPERVISORY ASSOCIATE

2. **DEFINITION:** The position of Supervisory Associate is responsible for directing/managing the day to day operations of a department, shift or satellite library. Library problems are solved independently and supervisors are available for assistance on difficult problems or situations. This is an entry to mid-level position. The employee will be responsible to the department supervisor, Branch Librarian or Library Director. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act.

3. **ORGANIZATIONAL RELATIONSHIP:**

Branch Supervisor

Report to:

Director

Supervise:

All staff employed at their location

All other Supervisory Associates

Report to:

Branch Librarian, *OR*

Department Supervisor

Supervise:

Employees assigned to them in their department

4. **EQUIPMENT/JOB LOCATION:**

- a. A Branch Supervisor/Supervisory Associate must be capable of operating computer and library automation systems, telephone, and other office.
- b. The job location is at but not limited to the Linebaugh Public Library or branch within the library system. Work is generally performed indoors and in a smoke-free environment.

5. **ESSENTIAL FUNCTIONS OF THE JOB:**

- a. Coordinates, oversees and ensures the efficient and effective day-to-day operations of a department, shift or satellite library.
- b. Prepares and maintains schedules and adjustments for a department, shift or satellite library.
- c. Serves patrons in a courteous and business-like manner.
- d. Attends pertinent meetings or training courses and undertakes special training activities as directed.
- e. Trains and assigns tasks, and reviews the day-to-day work of associates and pages of satellite or department.

- f. Assists in the selection and evaluation of associates and pages.
- g. Performs functional supervisory tasks as delegated by direct supervisor.
- h. Assumes responsibility for department, shift or satellite library in supervisor's absence.
- i. Responds to complaints and reports on the resolution or nonresolution of the problem.
- j. Orders supplies for department, shift or satellite library.
- k. Coordinates development, production, and implementation of policy and procedure manuals pertaining to area of responsibility.
- l. Maintains reports and records of programs and other statistical information pertinent to public services.
- m. Creates reports from integrated computer system for collection development analysis.
- n. Represents the library to community agencies and organizations.
- o. Responsible for the continuing implementation and interpretation of existing policies and procedures.
- p. Performs all department routines and responsibilities efficiently and effectively.
- q. Performs assigned tasks within times comparable to those of others in a similar position.
- r. Maintains confidentiality about information learned on the job.
- s. Maintains good communication with direct supervisor.
- t. Other related duties as required.

6. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Oversees and/or participates in special projects.
- b. Performs other duties as assigned.

7. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- a. Broad knowledge of library operations.
- b. Ability to develop new and innovative ways of improving service to the public.
- c. Ability to make decisions independently in accordance with library policies and procedures.
- d. Ability to maintain an exemplary public service attitude at all times.
- e. Ability to supervise and motivate staff creating a team environment.
- f. Assumes more difficult duties as experience and skill increase.
- g. Must be self-motivated.
- h. Ability to report for work and perform job responsibilities in timely manner in order to meet scheduled deadlines.
- i. Ability to rapidly acquire knowledge and skills in the practices and techniques of modern library operation, including those associated with the Circulation Department.
- j. Possesses temperament and good judgment to effectively deal with the public and/or Library employees, some of whom may be irate or unreasonable, both by phone and personal contact.
- k. Ability to type and use general office and library equipment, including telephone, computers, audio-visual equipment, and other modern office and library equipment as needed.
- l. Ability to learn various software programs, computers and the adeptness necessary to utilize the computer as a working tool.
- m. Ability to handle the mental/visual strain involved in the use of printed materials, computer screens, preparing statistics, reports and working with staff.
- n. Ability to prioritize duties of position and efficiently complete the responsibilities of the job.
- o. Sensitivity to issues pertaining to diversity in the community.
- p. Reputation of honesty, integrity, and reliability of behavior.
- q. Possess excellent communication skills, both written and oral.

- r. Ability to understand and carry out oral and written instructions and posted schedules.
- s. Ability to comprehend and follow Board and Director policies.
- t. Possess physical and mental ability to work independently to the extent appropriate to the position.
- u. Ability to perform the duties of the job for an entire workday.
- v. Ability to work evenings and weekends as needed.
- w. Must have legal authorization to work in the United States of America.
- x. Must not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling or controlled substances.
- y. Must be able to handle pressures of deadlines, cope with frequent interruptions and a variety of situations necessitating alertness and stamina.
- z. Ability to perform a variety of tasks simultaneously or in rapid succession.
- aa. Ability to prepare accurate records and reports.
- bb. Ability to read and comprehend reports, policies and other documents.
- cc. Ability to work effectively under supervision.
- dd. Ability to stoop, stretch, climb, lift, carry, shelve and retrieve books and materials from shelves and storage locations (generally not exceeding 40 pounds).

8. EXPERIENCE AND TRAINING:

- a. High School diploma or G.E.D. equivalency.
- b. Bachelor's degree from accredited college. (required)
- c. Masters in Library Science or equivalent (preferred)
- d. Experience in general/library clerical work;
- e. Supervisory experience; OR
- f. Any equivalent combination of experience and/or training that provides the required knowledge, skills, and abilities will be considered and approved by the Director or Branch Librarian

NOTE: This job description describes the nature and level of assignments normally given in this position. It is not an exhaustive list of duties. Employees may be expected to perform additional related duties which are specific to their area that may not be reflected in this summary.