



## City of Mill Valley

# SUPERVISING LIBRARIAN

### **DEFINITION**

Manage a professional Division of the Library (e.g., Adult Services, Youth Services), including supervision and evaluation of library personnel, overseeing programs and services, and introducing innovative initiatives that will keep the Library relevant.

### **DISTINGUISHING CHARACTERISTICS**

This is a high-level Librarian position in which the person is expected to perform top-level supervision and be a part of the management team. This position is distinguished from lower level librarian classifications by heavy supervision, overall responsibility for developing Division's programs and services for the community (e.g., Adult Services, Youth Services), and management of day-to-day operations within the Division.

### **SUPERVISION RECEIVED AND EXERCISED**

This position reports to the City Librarian and Library Operations Manager or Deputy City Librarian. This position manages a Division (e.g., Adult Services, Youth Services) and supervises all Division staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** *(May include but are not limited to the following:)*

- Work as integral part of management team to ensure Division's services support Library and City goals.
- Participate in planning and implementation of the Library's strategic plan as it relates to the Division.
- Oversee Division's programming (e.g., Adult Services, Youth Services): ensure offerings meet changing needs of community; effectively allocate financial and personnel resources; and evaluate overall effectiveness and success of offerings.
- Take a futurist view of services a library can provide its patrons.
- Conceive of and implement new large-scale innovative initiatives that will respond to community needs and raise greater awareness of the Library.
- Responsible for all supervisory aspects of Division's personnel development including interviewing, hiring, training, performance coaching, writing evaluations, and taking disciplinary actions.
- Participate in preparation and implementation of the Library budget, including CIP projects, as it relates to the Division.
- Plan, develop and implement a public relations/outreach strategy for the Division that includes spearheading new community collaborations.
- Oversee the Division's print and digital collections. Supervise activities of selectors to support a dynamic, cohesive collection development strategy.
- Oversee implementation of Library's social media strategy, as it applies to the Division, to engage the public and promote programs and services.
- Oversee ongoing training and educational opportunities for staff development in Division and coordinate these efforts with management to ensure library-wide consistency and standards.

- Coordinate activities of the Division staff, including personnel allocation, delegation of responsibilities, and preparation of weekly reference desk schedules.
- Ensure the Library's commitment to excellent customer service is carried out in all interactions and activities.
- Oversee all aspects of reference, including service provided through the Technology Center.
- Ensure the Division's physical space and configuration meets the needs of the community.
- Apply for, obtain, and implement grants to supplement existing revenue sources to offer new services to our community.
- Formulate, interpret, and review policies, procedures, and services for the Division that reflect the Library's mission and service philosophy.
- Prepare written reports and make presentations to City Council, support groups, donors and community.
- Take on additional duties and responsibilities as assigned.
- Be able to perform all important and essential duties of lower-level librarian classifications as needed.

## **REQUIREMENTS**

### **Knowledge of:**

- Principles of library administration, personnel management, and supervision.
- Public library operations, programs, and services.
- Library principles, such as privacy and free and equal access, and best practices to uphold those principles.
- Local government structure and practices.
- Reference tools and methods, readers advisory, research, classification, and organization of library materials.
- Supervising, leading, and delegating tasks and authority.
- Integrated library systems, library related software and applications.
- Program planning and services for youth and/or adults.
- Customer-focused and innovative public library services.
- Trends in public library service.
- Grant process, including identifying opportunities, applying for and moderating grants.
- Principles of collection development including materials selection and collection management.
- Project management techniques and processes.
- Adult and/or children's literature

### **Skills and Abilities**

- Ability to direct, mentor and evaluate the work of professional and non-professional personnel.
- Ability to promote an innovative workplace to support ongoing relevance for the Library.
- Ability to act as project manager on large-scale projects and initiatives and direct the work of others to successfully complete the project in a timely manner.
- Skill and ability to communicate clearly, succinctly and persuasively in written and verbal form for varied formal and informal communications and presentations.
- Ability to manage the logistics of all Division programming, including delegating and mentoring staff to plan, organize, develop metrics, publicize, and evaluate programs.
- Ability to form collaborative working relationships with Library and City staff, patrons, organizations, and the broader community.

- Ability to keep abreast of trends and implement modern reference services and collections through staff training and development.
- Ability to develop competence in present and emerging technologies and social media and oversee implementation of those services.
- Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
- Ability to work independently and innovatively, in varied situations, and be flexible and open to change.
- Flexibility to assume new and or different responsibilities as required, and manage other Library divisions as needed.
- Proficiency in Microsoft Office suite, web-based resources, cloud computing, content management software, databases, and integrated library systems. Ability to learn and use new software and technology.
- Ability to focus on details as well as broader initiatives in directing services to meet community needs.
- Ability to forecast cost of materials and services within the Division and keep organized records.
- Ability to communicate library services, policies and procedures to the community.
- Apply professional knowledge to the practical problems of the job.

**EDUCATION AND EXPERIENCE**

Degree required: Possession of a Masters degree in library and information science from an ALA accredited program or its international equivalent.

Experience required: At least three years of increasingly responsible experience in professional library work, including at least two years in a supervisory or administrative capacity.

**PHYSICAL DEMANDS**

- Sufficient mobility to access work areas, indoors and outdoors as required.
- Ability to lift, push, pull and/or carry materials/objects, weighing up to 50 pounds.
- Extended periods of standing, walking, sitting, working in front of computer monitor, and engaging in conversations (in person and on phone).
- Sufficient dexterity to manipulate keyboards, mouse and other library equipment.
- Mobility to stand, bend, reach, kneel, crouch or crawl.

The above job description is not intended as, nor should it be construed to be exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

**Special Requirements:**

- Work evenings, weekends, and special events as assigned.

**OTHER:**

*FLSA Status: Non-exempt*  
*Bargaining Unit: N/A*  
*Approved by: City Manager McCann*  
*Date: March 7, 2018*