

## CITY OF PLATTSMOUTH

### JOB DESCRIPTION

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**POSITION TITLE:** Library Supervisor

**REPORTS TO:** Library Director

**SUPERVISES:** Library Assistants, Volunteers

**PURPOSE OF POSITION:** Supervises circulation services and the organization of the library collection, trains Library Assistants and volunteers, helps customers locate materials and information, assists customers with computers and software, addresses complaints and problems, coordinates activities, manages the library in the absence of the Library Director and Assistant Director.

**EXEMPT (Y/N):** No

**COMPENSATION:** \$8.00 to \$12.00/hr.; includes evening and weekend hours

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

Supervises circulation services.

Trains and supervises all Library Assistants, volunteers, and community service workers.

Prepares and monitors overdue notices with regular reminders.

Provides interlibrary loan services.

Administers the Reading At Home program.

Resolves circulation and patron problems, enforcing library rules of behavior.

Assists in policy and operational procedure development.

Ensures library policy and procedures are followed.

Promotes library services and programs.

Manages the library in the absence of the Library Director and Assistant Director; reports issues to the Director.

Ensures that library materials are shelved in the proper order and place.

Ensures that library facilities are prepared for programs and cleaned up after programs.

Oversees the opening and closing of the library.

Checks in and checks out library materials to patrons.

Registers patrons for library cards.

Helps customers locate materials and information in the library, on the Internet, and in other sources. May refer library customers to someone else who is able to assist them.

Assists customers with computers and software, copiers, and other equipment.

Calculates and collects funds due for fines, non-resident library cards, and services.

Reconciles the cash register and prepares the daily deposit.

Answers in-person and phone inquiries.

Maintains confidentiality of library user records.

Processes new and withdrawn library materials.

Ensures the library is neat and clean.

Compiles and records library statistics.

Performs other duties as directed or as needed.

### **ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of basic supervisory principles.

Ability to exercise initiative and judgment in directing the work of others and in completing tasks.

Ability to manage time efficiently.

Ability to interpret and implement library policy and procedure.

Ability to judiciously solve problems involving staff and patrons.

Knowledge of and/or ability to learn the Dewey Decimal system and other library filing systems.

Knowledge of and ability to use various office software, including Microsoft Office Word,

Excel, PowerPoint, and Publisher.

Knowledge of and/or ability to learn to use the library automation software.

Ability to operate standard office equipment, computers, gaming equipment, and presentation equipment and ability to assist the public with the operation of this equipment.

Ability to shelve books accurately and efficiently.

Ability to physically lift and move library furniture and equipment.

Ability to handle money and make change accurately without the use of automated devices.

Ability to perform duties efficiently while managing frequent interruptions.

Ability to record statistics accurately.

Ability to maintain the confidentiality of appropriate communications, documents, and transactions.

Ability to project a positive, courteous, and pleasant attitude to the public and to coworkers.

Ability to deal with the public in a courteous and tactful manner.

Ability to understand and follow both oral and written instructions.

Ability to communicate effectively, verbally and in writing, in English.

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

### **ESSENTIAL EDUCATION, EXPERIENCE, AND TRAINING:**

Applicant must have a minimum of two years of college or 1-2 years of related experience and/or training, or a combination of college and experience. Library training or experience working in a library is preferred.

### **WORKING CONDITIONS:**

Work is generally performed indoors in an office setting and requires a considerable amount of standing, walking, sitting, reaching, talking, and listening. Hand-eye coordination is necessary to operate computers and office equipment. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move objects up to 30 pounds and move carts up to 150 pounds.

