

# **CITY OF REDWOOD CITY LIBRARY SERVICES SUPERVISOR**

## **DEFINITION**

To manage, direct and coordinate a major unit of service within the Library, including supervising all of the staff within the unit; to maintain functional relationships among and between all other service units; to provide training and professional development to staff; to ensure that library services are responsive to community needs; and to make effective use of appropriate technologies in the provision of library services.

## **SUPERVISION RECEIVED AND EXERCISED**

Direction is provided by a Library Division Manager or the Library Director.

May exercise direct supervision over professional, technical, and clerical staff.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following

1. Develop goals, policies, and priorities for the program; analyze library systems; recommend and implement changes in systems.
2. Plan and implement publicity programs and outreach campaigns.
3. Develop resources for financial support to the program by identifying and soliciting funds from outside sources, such as private donations, corporations, foundations, local business, and tax supported revenue sources.
4. Collect and analyze data regarding the activities of the program.
5. Meet with individuals, community groups, and school officials to analyze community needs for library services; develop services and activities that are responsive to these needs; represent the library in the community.
6. Maintain working relationships with other City departments and with Peninsula Library System staff and member libraries.
7. Select, train, motivate, and evaluate personnel; provide or coordinate staff training; schedule staff; assign and monitor support tasks.

**CITY OF REDWOOD CITY**  
**LIBRARY SERVICES SUPERVISOR (Continued)**

---

8. Provide direct reference assistance to members of the public.
9. Plan and coordinate the supervision and training of volunteers.
10. Demonstrate and foster in others a spirit of innovation.
11. Ensure adequate staffing levels and a comfortable and safe working environment.
12. Coordinate the provision of programming for the community.
13. Respond to and resolve customer inquiries.
14. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor budget expenditures.
15. Select appropriate materials for the library collections; negotiate leases and contracts for electronic products and vendor agreements for other materials and services.
16. Participate in the development of long-term strategic plans for service, implementing short and mid-term activities and programs to meet long-term goals.
17. Oversee and provide leadership to citizen committees, such as advisory groups and nonprofit boards; recruit members for these groups.

**OTHER JOB RELATED DUTIES**

1. Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

Individual positions within the classification may require specialized knowledge and expertise in a field such as literacy, computer technology, collection management, circulation, or branch services. Qualifications which are generally applicable are listed below:

**Knowledge of:**

Principles and practices of supervision, training and personnel management.

Principles and practices of budget preparation and administration.

Program planning, evaluation methods, and report writing.

**CITY OF REDWOOD CITY**  
**LIBRARY SERVICES SUPERVISOR (*Continued*)**

---

**Ability to:**

Work in a team setting.

Supervise, train, motivate, and evaluate staff.

Plan and carry out program activities.

Assess community needs.

Plan and administer a budget.

Establish and maintain working relationships with those contacted in the course of work.

Learn appropriate computer applications; operate computer equipment.

Communicate clearly and concisely, both orally and in writing.

Collect and analyze data related to library services.

Relate to library customers in a tactful and effective manner.

Work with customers of all ages.

Work evenings and weekends as scheduled.

Provide and promote continuing education and staff development.

**Experience and Training Guidelines:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Three years of increasingly responsible related experience in a library or appropriate related field.

**CITY OF REDWOOD CITY  
LIBRARY SERVICES SUPERVISOR (*Continued*)**

---

**Training:**

The equivalent to a Bachelor's Degree from an accredited college or university is the minimum requirement for this classification. Some of the specific positions with the classification require a specialized graduate level degree, such as Masters in Library Science, or equivalent, from an ALA-accredited institution, or special study in an area such as adult education, public administration, or computer science.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid California driver's license.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Bilingual ability may be required of some positions within this classification.

*Essential duties for certain positions may require the following physical abilities:*

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, lift 20 lbs., and push/pull 50 lbs.

**CITY OF REDWOOD CITY  
LIBRARY SERVICES SUPERVISOR (Continued)**

---

**ADA  
DOCUMENTATION OF ESSENTIAL DUTIES**

1. SDE
2. ODE
3. SDE
4. OWE
5. MWE
6. SDE
7. SDE
8. SWNE
9. MWE
10. OWE
11. OWE
12. OAE
13. ODE
14. MME
15. SDE
16. OWE
17. OWE

**DOCUMENTATION SCALES AND CODES  
FOR ESSENTIAL DUTIES**

**Time Spent:**

|          |             |                            |
|----------|-------------|----------------------------|
| <b>S</b> | Significant | 10% of day, week, or month |
| <b>M</b> | Moderate    | 5-9%                       |
| <b>O</b> | Occasional  | Less than 5%               |

**Frequency:**

|          |           |
|----------|-----------|
| <b>D</b> | Daily     |
| <b>W</b> | Weekly    |
| <b>M</b> | Monthly   |
| <b>A</b> | As needed |

**Supervisor/Manager Review:**

|           |  |
|-----------|--|
| <b>E</b>  | Major focus of job/position                        |
| <b>NE</b> | Minor (can easily be assigned to another position) |

**Effective Date:** April, 1996

**Bargaining Group:** Redwood City Management Employees' Association