

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LIBRARY SUPPORT SERVICES SUPERVISOR

BASIC FUNCTION:

Under the direction of the Dean of Academic Information Services, assist in planning, coordinating, and implementing Library operations including providing direction and oversight to assigned classified staff including those assigned to the Library Circulation Desk, technical operations, acquisitions, periodicals, Computer Commons, and Multimedia Services; supervise, assign, review, and participate in the work of assigned classified staff; coordinate and manage the Library's print and non-print collection and its circulation; and serve student's need for supplemental instructional resources.

REPRESENTATIVE DUTIES:

Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for providing Library circulation desk, technical processing, acquisitions, periodicals, Computer Commons, and Multimedia Services operations; serve the student's need for supplemental instructional resources including books, periodicals, other printed materials, and non-print programs and materials. *E*

Establish schedules and methods for providing assigned services; identify resource needs; review needs with appropriate management and librarian staff; allocate resources accordingly. *E*

Participate in the development of Library policies and procedures; implement, review, monitor, and evaluate work activities to ensure compliance with established policies and procedures as well as state and federal regulations and mandates; make recommendations for changes and improvements to existing standards and procedures. *E*

Supervise cataloging operations; train, oversee, and monitor book processing and other filing activities. *E*

Recommend and assist in the implementation of goals and objectives for assigned services and functions; implement approved programs, policies, and procedures. *E*

Participate in the selection of and supervise, train, and evaluate circulation, periodicals, technical processing, computer support, and multimedia services library staff; schedule work assignment and monitor performance; hire and train substitutes; provide or coordinate staff orientation and in-service training; work with employees to correct deficiencies; participate in discipline procedures. *E*

Participate in the preparation and administration of the Library budget; submit budget recommendations; monitor expenditures. *E*

Supervise the acquisition of materials; supervise book ordering, the implementation of special orders, the verification of invoices, and the ordering, receiving, and maintenance of library supplies according to established procedures; prepare reports. *E*

Oversee the non-print collection; plan and implement collection development; select programs for purchase based upon faculty evaluation and recommendation; assign materials to discipline categories and write annotations; coordinate with Library staff for appropriate on-line entries; direct physical processing; maintain associated records. *E*

Procure and preview free and rental media programs; prepare orders; check-in and return programs; maintain files. *E*

Library Support Services Supervisor - Continued

Assist faculty, staff, and students in identifying and choosing media titles appropriate for their needs. *E*

Prepare administrative and financial records and reports on operations and activities; gather and analyze related data. *E*

Assist with promoting Library services and functions; communicate with other District personnel on a regular basis to coordinate activities with other District programs; coordinate and distribute appropriate material and publications. *E*

Serve as the District representative on local and regional committees and consortium; serve on appropriate College committees. *E*

Attend and participate in professional group meetings, seminars, trade shows, vendor demonstrations, and training sessions; stay abreast of new trends and innovations in non-print resources and instructional methods. *E*

Provide information, assistance, and advice to College staff on a variety of matters pertaining to Library services and functions; interpret and explain Library and College policies and regulations. *E*

Assist in the development and maintenance of the on-line library system. *E*

Operate a variety of library and multimedia equipment including computer terminals, personal computer and related software, communication software and modem, typewriter, calculator, facsimile, printer, VHS viewer and recorder, DVD viewer, sound-slide viewer, sound-filmstrip viewer, audio cassette recorder, phono disk player, and related equipment. *E*

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations, services, and activities of a library.

Library terminology, practices, and procedures.

Principles and techniques of supervision, training, and performance evaluation.

Library technical processes related to processing and circulation, cataloging, and acquisition of library materials.

Basic principles and practices of budget preparation and administration.

Principles and procedures of financial and statistical record keeping.

District organization, operations, policies, and objectives both in general and as they apply to the Library.

Resources, materials, and equipment used by a college library.

Operational characteristics of equipment used in the Library including a wide variety of multi-media equipment.

Library management practices including media collection, circulation, selection, and processing.

Research methods and techniques using print, non-print, and Internet sources.

The Library of Congress classification system.

Automated systems and procedures related to on-line library systems and resources.

Pertinent state, federal, and program policies, rules, and regulations including copyright laws and fair use guidelines as applied to the use and duplication of media materials.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

Technical aspects of field of specialty.

Modern office procedures, methods, and equipment including computers.

Library Support Services Supervisor - Continued

Computer applications such as word processing, spreadsheets, and statistical databases.
English usage, spelling, grammar, and punctuation.

ABILITY TO:

Supervise, organize, and review the work of assigned classified staff.
Plan and organize work flow to meet schedules and time lines.
Select, supervise, train, and evaluate staff.
Plan, coordinate, and implement the assigned operations and activities of the Library.
Plan and develop the non-print collection including selecting titles to be purchased, assigning materials to discipline categories, and writing annotation.
Determine needs and order or recommend the acquisition of non-print materials and equipment.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Compile, assemble, and interpret data from diverse sources.
Prepare a variety of reports and correspondence related to area of assignment.
Maintain accurate and complete records and files.
Develop and monitor the assigned budget.
Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures and apply them with good judgment.
Inventory and maintain Library equipment.
Provide assistance to College administrators, staff, students, and the general public.
Operate and demonstrate the operations of a variety of office, audio visual, and presentation equipment to faculty, students, and staff.
Adapt to changing technologies and learn functionality of new equipment and systems.
Analyze situations and adopt effective courses of action.
Work independently with little direction.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by two years of college level course work in library science; and four years of increasingly responsible library work experience involving instructional media and equipment including cataloging and acquisitions.

WORKING CONDITIONS:

ENVIRONMENT:

Library environment.
Constant interruptions.

PHYSICAL ABILITIES:

Sitting and standing for prolonged periods of time.
Bending at the waist.
Lifting light objects.
Reaching overhead, above the shoulders and horizontally.
Dexterity of hands and fingers to operate a variety of computer and audio visual equipment.
Hearing and speaking to exchange information on the telephone or in person.
Seeing to read and verify data, prepare various materials, and observe students and activities.

Library Support Services Supervisor - Continued

HAZARDS:

Contact with dissatisfied, hostile, and/or sometimes abusive individuals.

Work involves potential contact with hazardous materials such as copier toner.

Extended periods of time viewing computer monitor.

Created: September, 2004

Johnson & Associates