

MERIDIAN-LAUDERDALE COUNTY PUBLIC LIBRARY

SUPERVISOR OF PUBLIC SERVICES

Job Description

General Description: This is a professional mid-level management position in charge of the Circulation department, the Children's department, and the Reference department in a manner determined by the library Director or his/her designee.

Responsibility: This position is responsible to the library Director.

Authority: This position trains, supervises, and evaluates staff assigned to the Circulation department, Children's department, and the Reference department. This position also ensures that all employees supervised follow library policy as approved by the Board of Trustees. Other responsibilities of this position include: effective and efficient time management of the staff for the three (3) departments; ensuring departmental responsibilities are being addressed (e.g., collection management); ensuring proper etiquette protocol with patrons is used; assisting each department as needed; creating and publicizing programming opportunities; can be designated by the Director to serve as the temporary library administrator when the Director, and Assistant Director, are absent from the library. Other appropriate duties as delegated by the library Director

Requirements: A Bachelor's degree is required. A minimum of three (3) years of experience in a public library setting of a supervisory nature is highly preferred. This position is subject to extensive background investigations and random drug screening, in accordance with library policy.

Personal Qualifications:

A general knowledge of the entire library and information science profession and how the various library disciplines work together harmoniously.

A working knowledge of all aspects of public services in a library, particularly circulation services, children's services and reference.

A working knowledge of a library automated system (Polaris) and the peripherals (PC's, printers, etc.) included in the system.

The ability to serve diverse populations representing all aspects of the region served without bias.

Possess the necessary computer skills to use traditional computer software (Microsoft Office), and have the ability to learn, manage, and use the library-oriented software and technology applications as related to the position and responsibilities.

The ability and willingness to do library public relations tasks as assigned.

The willingness to actively participate in professional activities such as conferences, seminars, workshops, etc. and to create in-house training sessions and workshops for patrons and staff.

The ability to train, supervise, and evaluate staff in an objective system of measurable goals directly related to assigned regular job duties in order to determine the success of staff in achieving said measurable goals. Must be willing to be evaluated on a regular basis by administrative staff in a similar fashion.

Duties: This position trains, supervises, and evaluates staff assigned to the Circulation department, Children's department, and the Reference department in accordance with policies and standards of the library and profession. Other responsibilities of this position include: creation of public service desk coverage schedules for all three (3)

departments; ensuring all departments are maintained in a clean and neat fashion; ensuring proper etiquette protocol with patrons is used; assisting in each department as deemed necessary; creating and publicizing programming opportunities which emphasize library services available; maintain open lines of communication with the Director and staff supervised; and make recommendations to the Director regularly on improving public services. The position prepares and submits a comprehensive monthly report to the Director for the areas supervised and shall perform any other duties essential for successful library operations as assigned.