

# UNIVERSITY OF SOUTHERN CALIFORNIA

## Library Supervisor

Job Code: 141011

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Grade:	H
OT Eligible:	Yes
Comp Approval:	4/9/2007

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### **JOB SUMMARY:**

Supervises Library Assistants and student workers engaged in specialized library functions including, but not limited to, stacks or collection maintenance, regular or reserve circulation, bindery operations, technical processing, database maintenance, cataloging, Library Hotline, and/or library computer operations. Provides specialized public and technical services and assists library management with administrative duties related to planning, budgeting, special projects, and day-to-day operation of a library unit, department, center or facility.

### **JOB ACCOUNTABILITIES:**

#### **\*E/M/NA % TIME**

- | <u>*E/M/NA</u> | <u>% TIME</u> |  |
|----------------|---------------|--|
| _____          | _____         | Supervises staff and/or student workers engaged in specialized library functions for a library unit, department, center or facility. Recruits, screens, hires and trains staff. Evaluates employee and/or student workers and provides guidance and feedback to assigned staff and/or student workers. Counsels, disciplines and/or terminates employees as required.                    |
| _____          | _____         | Schedules, assigns, and prioritizes workloads on a daily basis. Sets appropriate goals and deadlines. Ensures timely completion of unit's work. Assigns and monitors progress on work assignments and special projects.  |
| _____          | _____         | Prepares and ensures accuracy and completeness of all personnel paperwork as required including payroll documentation.   |
| _____          | _____         | Provides assistance to library patrons using electronic databases, electronic journals, and electronic reference materials within a tiered service environment. Assists patrons in identifying and locating appropriate discipline-specific and interdisciplinary resources, demonstrates search techniques, interprets results, and refers questions as appropriate.                    |
| _____          | _____         | Assists library management in developing policies and procedures related to specific library functions. Ensures that library patrons and supervised staff comply with all applicable library policies and procedures and has authority to make exceptions to policy. Maintains currency on policies and procedures. Interprets policies and procedures for library personnel or patrons. |
| _____          | _____         | Administers system-wide procedures governing the handling of cash, fines, billing, holds, recalls, renewals, patron notification and record entries, loan policy, etc. Follows national and institutional standards in creating and modifying records. Prepares reports as requested or needed.  |
| _____          | _____         | Oversees system-wide procedures governing the creation, updating and deletion of data in library databases. Oversees quality control measures for the library system's patron database and/or other library systems. Provides assistance in accessing and interpreting records and transactions, resolving discrepancies, and communicating the results.                                 |
| _____          | _____         | Establishes and maintains records of orders, shipments, searches, lists, and status reports as assigned.   |

- \_\_\_\_\_ \_\_\_\_\_ Assists in budget administration. Monitors supply and student wage budgets and reconciles financial data. Prepares budget projections and/or reports.
  - \_\_\_\_\_ \_\_\_\_\_ Maintains specialized library equipment. Provides training to staff and student workers on proper utilization of equipment. Coordinates with facilities staff and/or vendors for acquisitions, maintenance, and repairs.
  - \_\_\_\_\_ \_\_\_\_\_ Monitors the physical organization of library materials and spaces. Maintains and supervises workflow for organizing and housing new or existing materials. Identifies and supervises needed collection shifts. Supervises the fulfillment of service requests and reports findings appropriately.
  - \_\_\_\_\_ \_\_\_\_\_ Represents the library or library unit on appropriate library-wide committees and task forces.
  - E   \_\_\_\_\_ Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.
- Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

**\*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

**EMERGENCY RESPONSE/RECOVERY:**

- Essential:  No  
 Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Associate's Degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

- 3 Years
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**

Experience in and comprehensive knowledge of library operations. Knowledge of computers and information retrieval systems. Supervisory ability. Knowledge of preservation of materials and related equipment usage.

**Preferred Education:**

- Bachelor's Degree

**Preferred Experience:**

- 3 Years

**Preferred Field of Expertise:**

Library technology experience in a special library. Supervisory experience. Administrative support service experience in a related field.

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Budget control
- Communication -- written and oral skills
- Conflict resolution
- Counseling
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Planning
- Problem identification and resolution
- Research
- Scheduling
- Staff development
- Supervisory Skills
- Teaching/Training

**Skills: Machine:**

- Calculator
- Computer Network (Department or School)
- Computer Network (University)
- Fax
- Personal Computer
- Photocopier
- Word Processor

**Supervises: Level:**

Supervises employees and student workers

**Supervises: Nature of Work:**

Administrative

**SIGNATURES:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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