



CLASSIFICATION NO. 255
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Reactivated and Revised: 10/00
FLSA: Exempt
EEO: 2

LIBRARY SECTION SUPERVISOR

CLASS CHARACTERISTICS

Under direction, to supervise a section within the County library system pertaining to circulation, technical services or reference; to plan, organize and supervise the work of personnel at County library branches; to develop, evaluate and maintain the library's collection; to assist in planning; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Business and Community Services provides programs and services to County residents and businesses through the North Clackamas Parks and Recreation District (NCPRD), Library Services, Parks and Property Disposition, Business and Economic Development, Library Network and Veterans Services divisions.

The Library Services Division provides patron services at library branches in various locations throughout the County. The Library also cooperates with the Metropolitan Interlibrary Exchange which provides checkout and return services between several libraries in the regional area.

The Library Section Supervisor oversees the operation of an activity or program within all branches in the Clackamas County public library system. This classification is responsible for the development, and promotion of the section activities, but also assists the Library Manager in other areas of library administration, such as development of goals and objectives and planning. Currently, this classification has one allocated position responsible for the circulation and technical sections.

The Library Section Supervisor differs from the Librarian, which performs complex professional library functions such as cataloging, reference services and Children's Services. It also differs from the Library Manager which is responsible for the management of the patron library services operated by the County.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Manages operations within sections of the library system; develops appropriate procedures and training programs; oversees the scheduling of section personnel at library branches to ensure adequate coverage and effective customer service.
2. Hires and supervises library staff within sections; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training

and development programs; promotes cooperative team efforts among staff and with other County departments; motivates employees to provide quality service to citizens.

3. Assists in developing the library's collections; reviews and evaluates new publications and patron requests for acquisitions; selects materials for purchase; rotates collection through library branches; evaluates print and non-print donations for suitability; removes items from collection as warranted.
4. Promotes library patronage through planning and implementing service programs and marketing strategies; develops and recommends customer service enhancements; oversees collection development that responds directly to customer requests; develops, coordinates and presents public and customer classes and training; plans, develops and coordinates public/customer events with staff.
5. Coordinates sections program activities with staff, such as communicating and coordinating staff training needs and methods; coordinates policy and procedure development and implementation; coordinates, schedules and facilitates periodic staff meetings.
6. Assists Library Manager in library administration and facility management; assists in planning and the development of goals, objectives and standards; recommends, implements and/or interprets policies, programs and plans; develops procedures for public services within general policy guidelines; assists in compiling monthly statistical data and annual state reports, and special projects as needed.
7. Participates in professional and community organizations, meetings and task forces; responds to inquiries and complaints about service issues and book selection.
8. Represents Manager and manages library in the absence of the Manager; may act as information systems administrator for the sections; represents library at meetings.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Principles and practices of public library administration, collection development and circulation systems within area of specialty; procedures for cataloging, reference and bibliography; principles and techniques of personnel management and program planning; public relations techniques; library/network facilities and services.

Skill to: Communicate effectively, both orally and in writing; develop and maintain contemporary library collection and public service programs within fiscal limitations; plan and implement comprehensive library programs which stimulate public interest and meet community needs; supervise, evaluate, motivate and train assigned staff to provide quality public service in a tactful and courteous manner; establish and maintain effective working relationships with the public, County personnel and representatives from other libraries, the business community and citizen groups; operate office equipment, including personal computers and software applications.

WORKING CONDITIONS

Position requires shelving books onto shelves (above and below shoulder height), continuous walking/moving about, standing for extended periods, squatting, bending, kneeling and frequent

reaching; ability to lift 35 pounds; incumbents may be exposed to a variety of environmental elements, including dust.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Education: None required.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check, which may include national or state fingerprint records check.

Employment for these positions is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with state and federal legislation.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

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