

Union County Carnegie Library Salary Schedule and Job Descriptions

October 2017

Position: Circulation Supervisor - Library Specialist

FLSA : Non-Exempt Hourly (37.5 hrs/wk)

Status: Full-Time Regular

General Summary:

Library Specialist is an advanced level public service staff position. This employee works under the supervision of the Director, who provides limited direct supervision on a day-to-day basis. The Library Specialist is a supervisory role that has decision-making responsibilities for routine matters.

Primary Responsibilities:

- Serves as a representative of the library while at work and out in the community
- Able to perform all of the duties of Library Clerks and Assistants when needed to keep the Library running smoothly
 - Including but not limited to: helping patrons locate materials, placing and processing holds and ICLs checking in and out materials, handling financial transactions, and providing computer assistance to patrons
 - Substitutes for absent library employees as required
- Supervises Library Clerks and Library Assistants, including assisting with hiring, training, evaluating, and scheduling
- Responsible for cash drawer and deposits
- Assists in the selection and acquisition of materials
- Oversee additional services, including but not limited to public notary and passport applications
- Contributes to the current and future success of the library through planning and communication
- Plans and conducts library programs, including programs for all ages, story times, group tours, and classes
- Effectively communicates with patrons, learning their preferences and needs, in an effort to provide better service
- Helps maintain public and staff areas of the Library
- Communicates with immediate supervisor frequently, including suggestions and concerns
- Attends workshops and conferences relating to primary job functions
- Drives library vehicle as necessary
- Other duties as needed or assigned by supervisor or Library Director
- Serves as a point of contact and source of knowledge for Library Clerks and Library Assistants

Union County Carnegie Library Salary Schedule and Job Descriptions

October 2017

Important Qualities:

- Outgoing, welcoming, and enthusiastic
- Easily comprehends written information especially instructions pertinent to duties; Follows instructions and all directions with care and commitment
- Able to work effectively and enjoys interacting with people, including both the general public and other staff members of all ages and backgrounds
- Exhibits flexibility and a willingness to work in a dynamic, busy, and changing environment
- Strong attention to detail
- Ability to lift and sufficient flexibility to shelve books and materials repeatedly on all shelves
- Maintains an excellent public service attitude and is courteous
- Creates a positive image of the library at all times
- Ability to use technology easily and effectively
- Associate's Degree required; Bachelor's Degree preferred
- Must possess and maintain a valid driver's license
- One year customer service work experience desirable
- Two years' supervisory experience preferred