



City of Tempe

LIBRARY SUPERVISOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	341	<i>Department:</i>	Community Services
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Library Supervisor
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives direction from the Deputy Community Services Director – Library Services or other Community Services Department management staff.

Exercises direct supervision over professional, technical and clerical library staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four (4) years of public library experience, including two (2) years' supervisory experience in a public library. Managing a library small business space or other embedded city partnership is preferred. Bilingual skills are preferred.
<i>Education:</i>	Master of Library Science from an American Library Association accredited college or university.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, organize and supervise library operations within a specific work unit and to perform a variety of technical tasks relative to the assigned unit.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Participate in hiring, scheduling and training new personnel.
- Supervise staff by monitoring work, delegating tasks, disciplining and evaluating the performance of assigned personnel.
- Recommend and assist in the implementation of goals and objectives; recommend and implement policies and procedures.
- Responsible for developing and designing new programs and services related to assigned unit.
- Facilitate the delivery of high-quality, customer-focused library services to patrons; respond to patrons' needs complaints, and security incidents.
- Facility contact for Public Works orders/jobs, outside groups or agencies or other contact for facility use such as elections or large-scale events.
- Prepares grant projects; manages and facilitates state, federal and partner grants and final reports.
- Manages the BRiC (Business Innovation & Resource Center) embedded in the Tempe Public Library; formulating and sustaining partner relationships, managing programs, day to day activities, and policies surrounding the space.
- Review new publications and collection materials; and recommend and/or select and purchase materials (including print, audio/visual, digital content and electronic databases).
- Keep abreast with professional developments and current events; read journals, peruse books, bibliographies and other media to develop expertise in assigned subject area.
- Develop communication with other agencies, libraries, and key people in the community.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Assist in the implementation of the library's strategic plan.
- Coordinate public relations activities as necessary for assigned unit.
- Represent the Tempe Public Library in the community and at professional meetings as required; perform outreach work to the community, community organizations, and schools.
- Compile performance reports and statistics of the program relative to patron activity.
- Serve as the library building supervisor in the absence of the Deputy Community Services Director - Library Services.
- Perform opening and closing duties; ensures the building is properly secured.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects (up to 25 lbs.);
- Work in a stationary position for considerable periods of time (i.e. standing or walking for more than 3 hours at a time).

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
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Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1988</i> <i>Reviewed July 1991</i> <i>Revised November 2000 (Range and Title Change)</i> <i>Revised September 2006 (minimum qualifications & duties)</i> <i>Revised December 2010 (Title change)</i> <i>Revised August 2013 (Title Change to Library Supervisor)</i> <i>Revised February 2014 (update job duties)</i> <i>Revised March 2018 (update min quals, job duties, and physical activities)</i></p>