



## SUPERVISING LIBRARY CLERK

**AGENCY/DEPARTMENT:**  
Community Services/Library

Approved By HR Director: Linda Matthews

Date Approved: 07/21/2005

Date of Last Revision: 6/5/2002

**Reports to:** Varies

**Supervises:** Part-time and/or volunteer staff

**JOB SUMMARY:** Under general supervision, selects, trains, supervises and provides direction to library support staff; assists patrons in using library services; explains and interprets library policies to staff and patrons; and performs other related work as necessary.

**DISTINGUISHING CHARACTERISTICS:** Positions in this class are characterized by responsibility for the day-to-day supervision of part-time Pages and Clerks and/or volunteers. As a working supervisor, its duties include that of the Senior Library Clerk but is distinguished by its formal supervisory role. It is distinguished from the Library Assistant by the latter's responsibility for paraprofessional and reference assistance work.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Interviews, selects, trains, schedules, assigns, and evaluates the work of library support staff and volunteers.
2. Organizes and schedules work; conducts staff meetings and training sessions.
3. Participates in establishing and implementing new and improved policies and procedures; updates and maintains policy and procedural manual for assigned Library sub-unit.
4. Monitors, documents, and updates library procedures.
5. Maintains records for the ordering and receiving of office supplies; oversees staff activities involving daily deliveries and mail.
6. Participates in the development, planning, and implementation of library programs.
7. Ensures library materials are shelved properly; coordinates inventory of library materials.
8. Composes, types, and edits general correspondence, memos and letters; produces circulation reports.
9. Provides patron assistance including but not limited to checking library materials into and out of circulation; explaining procedures and resolving public complaints; preparing library card registrations; and collecting fines and fees.
10. Resolves operating problems with computer, software, hardware, copier and cash register.
11. Monitors part-time budget when scheduling staff.
12. May act as Main Circulation supervisor in his/her absence.

### QUALIFICATION GUIDELINES:

**EDUCATION:** High School diploma or recognized equivalent.

**EXPERIENCE:** Four years of library support and operations experience.

**KNOWLEDGE OF:**

- Library policies, operations, functions, procedures and services.
- Principles and techniques of supervision.

- Library research tools.
- Dewey Decimal system.

**ABILITY TO:**

- Supervise, train and evaluate staff; plan and coordinate work assignments.
- Interpret and explain Library policies and procedures to staff and the public
- Follow library procedures and clerical tasks involving registration, circulation, delinquencies, online cataloging systems, and shelving of library materials.
- Organize and file library materials alphabetically, numerically and chronologically.
- Operate typewriter to record information on forms, files, and records.
- Operate a cash register.
- Operate computer using relevant word processing, spreadsheet, and library systems software; entering and retrieving data with speed and accuracy.
- Understand and carry out oral and written instructions.
- Interact and communicate effectively both orally and in writing.
- Exercise tact and diplomacy when dealing with the public.
- Establish, maintain, and foster positive, harmonious and effective working relationships.

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**LICENSES:**

- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment.

**SPECIAL REQUIREMENTS:**

- Ability to work evenings and weekends.

**DESIRABLE:**

- One year of lead or supervisory experience.

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**FLSA Exemption Status:** Non-Exempt

**Employee Unit:** # 6, Miscellaneous Services

**DOT Program Participant:** No

**Job Family:** Library - Technical

**Class Progression:**      Library Clerk  
                                 Senior Library Clerk  
                                 Supervising Library Clerk  
                                 Library Assistant  
                                 Senior Library Assistant