City of Inglewood Job Description
Class Code: 616

LIBRARY SUPPORT SUPERVISOR

DEFINITION

Under supervision, trains, assigns, organizes, participates and supervises administrative and maintenance work activities in different areas of the Library.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Trains, assigns, organizes and supervises duties of subordinate staff to work at different areas of the Library; monitors daily operations of the workstations to ensure quality service is being provided to the public; resolves complaints or questions from the public and provides service coverage in absence of staff; assesses/reviews materials for damage and repair costs or withdraws materials from shelves; labels, covers, edits and reports new materials in the Library circulation and bibliographic databases and updates status of missing or overdue materials.

Assists patrons with registration, organizes and verifies Library applications; prepares payroll and schedules staff hours; discusses and receives oral instructions or requests from upper management for specific projects; maintains inventory and tracks number of books added, withdrawn, transferred or lost; assists patrons/public in selection and location of magazines and newspapers and operation of computers, printers, and copy, print card and microform machines.

KNOWLEDGE. SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of City and Department policies and procedures

Knowledgeable of computer programs and equipment

Skilled in scheduling, assigning and monitoring work of subordinate staff

Skilled in providing and following oral and written instructions

Skilled in establishing and maintaining positive and productive working relationships with both internal and external customers

Ability to successfully perform essential duties with little supervision

Ability to effectively communicate verbally and in writing

Ability to speak English and a second language is highly desirable

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 50 pounds; Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

High school diploma or equivalent with college coursework in Library Science, Humanities, Computer Technology or related field, **AND** four (4) years experience in a public library environment **OR** an equivalent combination of education and experience.

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