



City of Tempe

LIBRARY SUPERVISOR

JOB CLASSIFICATION INFORMATION

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|--------------------------------|--------------------|---------------------------------|--------------------|
| <i>Job Code:</i> | 341 | <i>FLSA Status:</i> | Exempt |
| <i>Department:</i> | Community Services | <i>Salary / Hourly Minimum:</i> | \$63,831 |
| <i>Supervision Level:</i> | Supervisor | <i>Salary / Hourly Maximum:</i> | \$86,172 |
| <i>Employee Group:</i> | SUP | <i>State Retirement Group:</i> | ASRS |
| <i>Status:</i> | Classified | <i>Market Group:</i> | Library Supervisor |
| <i>Drug Screen / Physical:</i> | N | <i>EEO4 Group:</i> | Professionals |

DISTINGUISHING CHARACTERISTICS

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

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| <i>Experience:</i> | Four years of professional library experience in a public library, including two years’ supervisory experience in a public library. Managing a library small business space or other embedded city partnership is preferred. |
| <i>Education:</i> | Possession of a Master of Library Science degree from an American Library Association accredited college or university. |
| <i>License / Certification:</i> | None |

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.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- 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.
- Bilingual skills preferred, which assists with our varying customers' needs. Perform related duties as assigned.
- Physically present to perform the duties of the position.

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

| <i>CLASSIFICATION LEVEL</i> | <i>INCLUDES</i> | <i>COMPETENCIES</i> |
|-----------------------------|-----------------|--|
| 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 |

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 1988

Reviewed July 1991

Revised November 2000 (Range and Title Change)

Revised September 2006 (minimum qualifications & duties)

Revised Dec 2010 (Title change)

Revised August 2013 (Title Change to Library Supervisor)

Revised February 2014 (update job duties)

Revised March 2018 (update min quals, job duties, and physical activities)