

## LIBRARY TECHNICIAN SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Supervises the technical operations of the public branch libraries.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Supervises and coordinates the operational activities of public branch libraries involving such functions as the mechanical preparation of library material; the physical upkeep of library material; care of shelves, files and equipment; circulation work; limited cataloging work; providing routine information on library services involving simple factfinding in standard reference sources.

Develops new or improved work procedures and guidelines with regard to the services provided.

Explains library policies and programs.

Performs complex specialized para-professional library support functions and activities.

Prepares statistical and other reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the technical functions, services, practices, procedures and classification scheme of a public library system.

Ability to supervise the work of others.

Ability to interpret and apply pertinent policies, procedures and other program guidelines.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- (a) One year of experience as a Library Technician II or equivalent work and graduation from high school; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980

  
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DAVID R. FLORES, Executive Director  
Civil Service Commission