

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
LIBRARIAN SUPERVISOR

DEFINITION

Oversees library operations and services in a state department; supervises librarians and other library staff; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of librarians and other staff; effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments, and administers personnel and related policies and procedures.

Advises administrative and library personnel; recommends materials for acquisition, arrangement of library's collection, organization of space, and systems for circulation of library materials.

Instructs library personnel in effective space utilization and proper library practices; explains policies and procedures.

Monitors library expenditures of federal funds by reviewing reports submitted to ensure proper use of money.

Maintains responsibility for library operations by setting policies and procedures and directing work of library staff.

Confers with agency staff relative to the selection of new library materials, development of new library services.

Organizes library to utilize space effectively, cataloging and arranging materials in accordance with other materials in the collection.

COMPETENCIES REQUIRED

Knowledge of library science philosophy and methodology.

Knowledge of library cataloging and classification of library materials.

Knowledge of library reference and research methods.

Knowledge of selection and acquisition of library materials, and of sources of supply of library materials.

Knowledge of law librarianship.

Knowledge of the organization, administration, and management of libraries.

Ability to provide professional consultation relative to library operations and services.

Ability to apply library science philosophy and methodology to library operations and services.

Ability to identify, analyze and anticipate library-related problems and recommend solutions.

Ability to plan, organize and oversee work operations.

Ability to effectively coach and supervise others.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

A Master's degree in Library Science from an accredited school of Library Science and three years of professional librarian experience (i.e., similar to work indicated in Librarian 1 and 2 class descriptions);

OR

an undergraduate degree from an accredited four-year college or university and four years of professional librarian experience;

OR

a Master's degree in education, computer science, or a behavioral science may be substituted for one year of the required experience;

OR

employees with current continuous experience in the state executive branch that includes experience equal to two years experience as a Librarian 1 or 2.

Effective Date: 11/98 GRC