

Job Description

Position Title: Supervisor, Library

Job Group: Library

Job Level Group: Manager/Supervisor/Lead

FLSA Status: Exempt

Position Summary:

The Supervisor, Library performs a variety of administrative functions, and runs the digital side of the library. Provides leadership and project management in Library Technical Services areas. Supports operational activities for College Library systems to ensure patron access to all Library resources. Manages the technical implementation and administration of enterprise systems for seamless access to all library databases and systems.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Administers and coordinates complex, multiple technology system architectures, systems application design, and integration of multiple systems.
2. Works and meets with vendors to design and develop hardware and software specifications, solutions, and strategies. Implements and administers enterprise cross-platform large-scale system
3. Supervises staff, prioritizes and assigns work. Performs cross-functional, multidisciplinary technical management including evaluation of project work. Conducts performance evaluations; ensures staff is trained; and makes hiring, termination, and disciplinary recommendations.
4. Manages seamless access to all library databases and systems. Works with multiple vendors to set up proxies and protocols for learning management software. Ensures access of new databases.
5. Serves as primary technical contact for the Library's service providers, Library faculty and staff, Web Systems, and College IT departments.
6. Designs, plans, and integrates strategies for library platforms, technologies, or software systems. Prepares reports and statistics to meet federal reporting requirements. Ensures library systems are compliant with all College, state, federal and ADA guidelines, and meet technological standards.
7. Assists development of District Library Services budget. Forecasts resources for staffing, equipment, materials and supplies; and, monitors expenditures. Oversees inventory and evaluates and recommends technology purchases.
8. Contributes to planning activities with Library leadership, College departments, outside agencies and systems vendors.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of internal and external customer service principles and practices
2. Skill in organization, coordination and management
3. Skill in positive, productive and flexible customer service
4. Skill in people leadership and supervision
5. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Informational Resources or a closely related field of study required.
- Master's degree in Library Science or a closely related field of study preferred.
- Three (3) to Five (5) years of related experience required.
- Five plus (5+) years of related experience preferred.
- One (1) to Three (3) years of supervisory experience required.

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening or weekend work hours
- Pre-employment Background Check Required