

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Children's Section Supervisor**

Dept.: **Public Service**

Job Code Number: **10242**

Reports to: **Managing Librarian**

Grade Number: **19, Represented**

Effective Date: **March 2003**

FLSA Status: **Exempt**

General Position Summary:

Supervises and coordinates the staff, work and activities of the Children's section and provides professional library services to assure effective children's library services. Supervises staff assigned to the Children's section. Manages the collection development and programming budgets allocated to the section. Plans, coordinates and performs children's programming and outreach activities to assure the most efficient use of staff resources; monitors performance to assure that activities meet department and KCLS standards and objectives. Advocates for children's services and actively provides liaison with schools and other agencies and organizations relating to children's services.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Provides overall leadership including planning, coordinating and supervising the activities of the Children's section. .
2. Selects, schedules and supervises the work of Children's section staff including recruiting, selecting, training, conducting performance reviews, coaching, counseling and disciplining. Assures compliance with KCLS policies and procedures
3. Actively participates as a member of the Community Library Management Team.
4. Participates in preparation of the library annual budget, prepares the children's section of the annual budget; monitors, and approves expenditures, and assures efficient and economical utilization of section resources.
5. Assists patrons in the use of library collections through reference interviews, reference and literature searches and instruction in the use of computer software to locate requested material. Maintains current knowledge of materials, resources and services throughout the KCLS and refer patrons as required.
6. Selects children's materials from selection lists. Maintains collection through periodic review and discard of worn or non-circulating materials.
7. Develops, schedules, facilitates and assists in the presentation of children's programs.

8. Performs outreach activities with local schools, caregivers, parent groups and other organizations associated with children's services. Promotes library services, conducts tours, presents book talks and stories, prepares book lists and provides other services as community needs dictate.
9. Performs administrative record keeping and reporting as assigned.

Secondary Duties:

1. Serves as a member of various committees, as assigned or required.
2. Performs related duties as assigned.

Communication:

Contacts are normally made with KCLS employees and customers, patrons, etc. Contacts are regularly made at the supervisor's request, on the incumbent's own initiative or are initiated by a third party. The position has a requirement to interact with customers frequently and communications occasionally contain discussion about confidential/sensitive matters.

Initiative:

The position operates from established and well-known procedures (on a general basis) and is responsible for problem solving at the facility level. The position may develop new library programs or concepts and the job involves a moderate degree of complexity. The incumbent operates independently with minimal supervision and recurring work situations are encountered with occasional variations from the norm. Decisions are made within specific organizational policy constraints/guidelines.

Accountability:

The position encounters frequent interruptions and maximum flexibility is required. The incumbent considers own work and work of others when formulating plans and must be able to forecast for near future. Operational planning is required at the department level. The position makes decisions that have impact across a limited number of work units and the incumbent's work is seldom monitored or checked by the supervisor. An error or delay in the incumbent's work could result in workflow disruptions and dissatisfied patrons. This position is responsible for the budget, staff, equipment, and supplies for the children's section. Records maintained by the position include statistical records on applicable library programs including the Summer Reading Program and Ready-Set-Read.

Leadership:

The position is responsible for mentoring as a supervisor and manager of the Children's section. The position is responsible for role modeling and promoting organizational values within the work unit or department and as a representative of the organization in the community.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Master's of Library Science Degree from an American Library Association accredited school of Librarianship and Washington State certification as a Librarian.
- Two to four years experience as a librarian; including some supervisory experience or training.
- Classroom and on-the-job training applicable to Children's library services and public library policies, procedures and systems.

Necessary Knowledge, Ability and Skills:

- Considerable knowledge of reference sources, authors, literature, publishers and online resources.
- Thorough knowledge of children's needs and interests in reading for information, recreation and education.
- Thorough knowledge of policies, procedures and systems generally related to the children's area of a public library.
- Considerable knowledge of computer hardware and software as well as the Internet in support of children's library functions.
- Knowledge and support of the principles of intellectual freedom.
- Knowledge of the principles and practices of supervision.

Ability to:

- Effectively listen to other employees and patrons as part of understanding their needs and concerns.
- Relate to the unique needs of children both individually and in groups.
- Use diplomacy and tact to establish and maintain relationships with employees, patrons and subordinates.
- Clearly and succinctly communicate ideas and thoughts both verbally and in writing.
- Read, speak, write and understand the English language.
- Develop and maintain positive relationships with staff and patrons.
- Manage several projects at once and adapt to changing needs.
- Communicate effectively with a diverse population.

Skill in:

- Operating effectively as a member of a team in performing daily duties, developing programs and dealing with problem situations.
- Using discretion in contact with public/patrons and employees in the assigned branch library.
- Making presentations particularly those relating to children.
- Maintaining a calm demeanor under circumstances that may be unsettling.

- The use of computer hardware and software and the Internet.
- Personal and work group organization.
- Managing, supervising, mentoring, leading and motivating staff effectively.
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SPECIAL REQUIREMENTS

Valid Washington driver's license.
Certificate of Librarianship.

PHYSICAL DEMANDS

The position requires continuous standing, keyboarding, talking, reaching, bending, hearing, stooping, kneeling or crawling, and the repetitive motions of hands/wrists. Close, distance and peripheral vision are required as is depth perception and the ability to adjust focus. Lifting, pulling and carrying up to 50 pounds and pushing carts weighing up to 100 pounds are required by the position.

WORK ENVIRONMENT

Work is performed in a library environment. Working evenings and weekends, heavy lifting, constant standing, extensive close work (eyestrain) and extensive PC monitor work are required. There may be some exposure to angry or hostile individuals.

Advancement Possibilities:
Managing Librarian Series
Youth Services Coordinator

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
HR Manager

Final: 2-28-03
Revised: 3/1/08