

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Section Supervisor - Periodicals**

Dept.: **CMS (Periodicals/Selection Order)**

Job Code Number: **10503**

Reports to: **Manager, Cataloging & Processing**

Grade Number: **13, Represented**

Effective Date: **July 2001**

FLSA Status: **Exempt**

General Position Summary:

Orders and maintains current status of all periodicals, newspapers, and magazines for the entire King County Library System (KCLS). Researches new publications and reviews other databases to identify and recommend new titles.

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. Problem solves personnel issues with staff and supervisor to maintain quality workplace attitude.
2. Research and order periodical titles using relevant databases and directories.
3. Resolve problems associated with subscription maintenance.
4. Evaluate video materials and rotate them to branches throughout KCLS.
5. Assist supervisor in interviewing for clerical and page positions.
6. Monitor workflow utilizing page staff.
7. Communicate with vendors to assure their understanding of KCLS requirements and specifications and to expedite service.
8. Develop and implement department procedures and practices in support of KCLS policies and objectives.

Secondary Duties:

1. Evaluate book and non-book materials sent into order/selection.
2. Other related duties as assigned.

Communication:

Incumbent contacts are with KCLS employees, and with customers and vendors, and are initiated at the supervisors request, by a third party or on the incumbent's own initiative. The incumbent has frequent contact with KCLS staff and also contact with vendors and the public. The communication frequently contains confidential/sensitive information necessitating discretion at all times.

Initiative:

This position develops practices and procedures for a department or facility and is responsible for problem solving at all levels: department, facility and organizational. Some design of new programs/services or concepts is required and the job involves a high degree of complexity. The incumbent operates independently with minimal supervision. Frequent new and varied work situations are encountered; examples of this are personnel issues and problem solving for staff members. Decisions are made within general organizational policy constraints/guidelines.

Accountability:

The position encounters frequent interruption and maximum flexibility is required. Some strategic planning is required at the facility/department level and is done as part of a group activity, requiring refined goal setting and planning skills. Decisions have broad/far reaching impact across KCLS and the incumbent's work is occasionally monitored or checked by the supervisor or staff. An error in the incumbent's work would cause budget overruns and incorrect ordering of individual periodicals, or would cause delays and re-ordering. Delays in the incumbent's work could cause complaints on the part of KCLS patrons. The position maintains an Access database for all KCLS periodical subscriptions and titles. The incumbent maintains spending levels for periodicals for a three-year period and maintains employee appraisals on disc for staff evaluations.

Leadership:

The incumbent is responsible for mentoring as a unit lead and is responsible for role modeling applicable to clerical and page staff, and for promoting organizational values within the work unit or department.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in liberal arts, communications, business/public administration or related field, or an equivalent combination of education and training.
- Two to four years experience in library operations, preferably in periodical selection and order policies, procedures, and systems.
- Classroom and on-the-job training in periodical selection and order function and in supervisory policies and procedures.

Necessary Knowledge, Ability and Skills:

- Considerable knowledge of serial marc records.
- Thorough knowledge of KCLS periodical maintenance and ordering systems, as well as needs unique to individual branches.
- Thorough knowledge of database management programs and circulation software.
- Extensive knowledge of KCLS.
- Extensive knowledge of mentoring and supervision practices.
- Extensive knowledge of English and math.

Ability to:

- Evaluate and resolve problems concerning periodical orders.
- Operate computer hardware and software associated with job responsibilities at an advanced level.
- Communicate effectively, verbally and in writing.
- Establish and maintain positive interpersonal relationships with other staff members and vendors.
- Recognize and set priorities and to plan, organize and direct the work of others.
- Select, develop and supervise clerical staff and pages.
- Exercise initiative and independent judgement in a wide variety of situations.

Skill in:

- Effective verbal and written communications.
- Establishing and maintaining good customer relations.
- Using independent judgement in a variety of situations.

**SPECIAL REQUIREMENTS**

None

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds, and push/pull carts up to 200 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

Work is in a normal office environment. Extensive close work (eyestrain) is required.

Advancement Possibilities:

Librarian Series depending on education and experience

Other management/supervisory positions as qualified

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: 7/31/01  
Revised: 3/1/08