

**Supervisor of Library Operations 1**  
**Supervisor of Library Operations 2**

**ELI78**  
**ELI79**

Occupational Information
<p><b>Education and Library Occupations</b></p> <p>Positions in this occupational group are assigned to manage, supervise, advise, and complete work pertaining to the following job families:</p> <ul style="list-style-type: none"> <li>• Education Programs and Services</li> <li>• Records and Archive Services</li> <li>• Library Operations</li> <li>• Special Education Services</li> </ul>
Job Family Information
<p><b>Library Operations</b></p> <p>Positions in this job family are involved in selecting, evaluating, acquiring, cataloguing, classifying, circulating, or maintaining library materials of all types. Consult, advise or train on rules or policies, library principles and practices, reference, bibliographical or readers' advisory services. Coordination of grants. Train customers to use resources. Set up or work with databases and information systems to catalogue, retain, preserve or access information. Establish or administer policy guidelines concerning public access and use of materials.</p> <p>The information provided below is characteristic of the type and level of work associated with this job family. Individual positions may be assigned some or all of the accountabilities and responsibilities identified below as well as other related duties.</p> <p><b>Typical Responsibilities and Accountabilities</b></p> <p>Positions in these levels are responsible for an operating unit. Model and support an inclusive workplace that fosters development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. Positions are assigned to plan, assign, and review work of assigned staff; adjust work assignments and schedules to maintain adequate staffing levels and respond to fluctuating workloads. Evaluate employee performance and prepare performance appraisals. Assess training needs of staff and arrange for or provide instruction. Provide initial orientation to new employees. Review applicant's credentials, participate in the interview process, and hire or recommend hiring of staff. Counsel employees in work related activities, personal growth, and career development. Resolve personnel problems including complaints and discipline. Positions at this level are also engaged in assisting staff to determine which among available options is appropriate for unique circumstance.</p> <p><b>Supervision Received</b></p> <p>Positions in these classes receive intermittent supervision and are given defined objectives, priorities, and deadlines. Work is reviewed for outcomes of operational objectives; performance of responsibilities and accountabilities; conformance to law, rule, policy, contract; and adherence to the operational budgets.</p>
Distinguishing Features Between Classification Levels
<p><b>Supervisor of Library Operations 1</b></p> <p><b>Scope and Impact of Decisions:</b> Positions at this level operate within well-defined procedures and guidelines. The scope and complexity of responsibilities is well defined and the incumbent has minimal latitude to change the scope of the objective. The impact of decision making is minimal on the overall operation of the agency.</p> <p><b>Supervision:</b> Positions at this level typically supervise the daily operational activities and work of vocational employees.</p> <p><b>Supervisor of Library Operations 2</b></p>

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**Scope and Impact of Decisions:** Positions at this level operate within well-defined procedures and guidelines. The scope and complexity of responsibilities are well-defined and the incumbent has minimal latitude to change the scope of the objective. At this level positions are also assigned the review of necessary changes to the defined procedures and recommend changes to managers. The impact of decision making is minimal in the overall operation of the agency.

**Supervision:** Positions at this level typically supervise the operational activities and work of vocational employees, vocational lead workers or lower-level supervisors.

#### Qualification Standards

The standards outlined provide candidates who have achieved a suitable knowledge and skill consideration for entrance into the defined job through education, experience or equivalent combination.

##### **Supervisor of Library Operations 1**

- 4-5 years of progressive, related experience; **or**
- an equivalent combination of related experience and education (a Bachelor or higher-level degree) in Business Administration, Public Administration, Public Management, Library Science, History, Archives/Records Management or Information Science/Management.

##### **Supervisor of Library Operations 2**

- 5-6 years of progressive, related experience; **or**
- an equivalent combination of related experience and education (a Bachelor or higher-level degree) in Business Administration, Public Administration, Public Management, Library Science, History, Archives/Records Management or Information Science/Management.

**NOTE:** Agencies may identify additional qualifying degree types and special qualifications specific to the position. Related experience must provide the necessary knowledge, skills, and abilities to perform the functions of the position and its classification proficiently.

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