



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Approve Amended Class Spec and Title Change from Manager of Adult Services to Supervising Librarian.

MEETING DATE: May 21, 1997

SUBMITTED BY: Human Resources Director

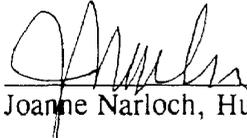
RECOMMENDED ACTION: Approve the amended class specification and title change from Manager of Adult Services to Supervising Librarian.

BACKGROUND INFORMATION: The class specification has been amended to more accurately reflect changes which have occurred within the position. The revision process has been coordinated with the Library Services Director and the Library Board. The changes to the position include technological and organizational developments and the title change from Manger of Adult Services to Supervising Librarian.

COST: None

FUNDING: N/A

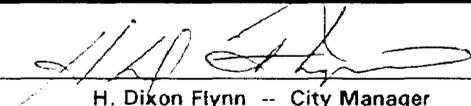
Respectfully submitted,



Joanne Narloch, Human Resources Director

Prepared by: Mary Ann Turner, Human Resources Analyst II
cc: Library Services Director

APPROVED: _____


H. Dixon Flynn -- City Manager

RESOLUTION NO. 97-61

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE AMENDED CLASS SPECIFICATION
AND TITLE CHANGE FROM MANAGER OF ADULT
SERVICES TO SUPERVISING LIBRARIAN

BE IT RESOLVED, that the Lodi City Council does hereby approve the amended class specification and title change from Manager of Adult Services to Supervising Librarian.

Dated: May 21, 1997

I hereby certify that Resolution No. 97-61 was passed and adopted by the City Council of the City of Lodi in a regular meeting held May 21, 1997 by the following vote:

AYES: Council Members -
NOES: Council Members -
ABSENT: Council Members -
ABSTAIN: Council Members -

JENNIFER M. PERRIN
City Clerk

SUPERVISING LIBRARIAN

DEFINITION:

Under direction performs a variety of functions, including but not limited to: plans, organizes, supervises, coordinates, reviews and evaluates the activities of the circulation, reference, and technical services areas of the library.

DISTINGUISHING CHARACTERISTICS:

The Supervising Librarian is a senior management level professional in the Librarian series. Incumbent is responsible for participating in the Library Management Team. Primary responsibilities involve administration, managing the computer technology plan, reference and readers' advisory services, collection development, supervision of professional, paraprofessional and support staff, and provision of reference and readers advisory services for the public. This position serves as Library Services Director in his/her absence.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Participates as a member of the library management team and contributes to the development of departmental goals, objectives, policies, procedures and service standards;
- Plans, organizes, schedules, supervises, reviews and evaluates the work of assigned professional, paraprofessional, and support staff;
- Recommends selection of assigned staff and provides for their training and professional development;
- Participates in library operations, including collection development, public service and community relations, and reference and readers advisory service;
- Coordinates operation of the library's integrated computer system including staff training and parameter maintenance;
- Analyzes and makes recommendations for improved service delivery, capital expenditures and specialized program development;
- Assists in developing assigned budget and monitors expenditures;
- Represents the library in the community through participation in community organizations and in meetings with the public, citizens groups and other agencies;
- May develop grant applications, proposals and bid specifications for materials, equipment or services; and administer assigned contracts;
- Maintains records and prepares periodic or special reports regarding library service activities or related matters.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles and practices of professional library services and administration, including service objectives, organization and procedures.

Theory and philosophy of library services.

Books, authors and reference sources in a variety of fields.

Principles and practices of employee supervision, including selection, planning, training, work evaluation and discipline.

Information systems and automation as applied to library activities.

Basic computer user applications pertaining to the work.

Basic budgetary principles and practices.

Ability to:

Plan, organize, assign, direct, coordinate, review and evaluate the work of assigned professional, technical and support staff.

Select and motivate staff and provide for their training and professional development.

Analyze complex administrative problems, evaluate alternatives, and recommend effective courses of action.

Assist in developing, implementing and interpreting goals, objectives policies, procedures, work standards and internal controls.

Prepare clear and concise reports, correspondence, outreach and informational materials.

Establish and maintain an effective working relationship with a variety of individuals and groups, including library staff, patrons, community groups and service providers, including making verbal presentations.

Select and recommend a variety of library materials for patron use.

Perform difficult reference, research and technical librarian work.

EDUCATION AND EXPERIENCE:

Education:

A Master's degree in Library Science.

Experience:

Two years of lead or supervisory experience as a professional librarian.

LICENSES AND CERTIFICATES:

Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.