

**OSTERHOUT FREE LIBRARY  
PLAINS BRANCH SUPERVISOR  
Job Description**

**SCOPE OF THE JOB:**

1. This position reports to the Adult Services Coordinator of the Osterhout Free Library.
2. Work in a collaborative team environment as both a team leader and as a team member.
3. Responsible for opening and securing of the Branch building on a daily basis.
4. Responsible for scheduling to ensure all open Branch hours are covered.

**ESSENTIAL FUNCTIONS OF THE JOB:**

1. Supervises any other staff or volunteers of the branch.
2. Collection development of library materials (including books, audio and visual material) for the branch, including selection, deselection, inventory, evaluation and reconsideration.
3. Provides (to both in-person and telephone patrons) information, reference and reader's advisory service utilizing print and electronic resources. Assists users in selecting and locating library materials.
4. Trains staff and public in technological skills.
5. Registers patrons using the integrated library system. automated system.
6. Performs all routine tasks necessary for the operation of a Branch including light maintenance duties when needed.
7. Prepares overdues utilizing automated system; checks the shelves and send the notices when necessary.
8. Keeps all daily and monthly statistics.
9. Operates a Fax machine to service the public.
10. Sends monthly receipts to bookkeeper's assistant.
11. Orders supplies monthly.
12. Uses Luzerne County Library System automated system to locate materials available through Central Library and other System member libraries. Secures items on interlibrary loan when necessary.

**OTHER DUTIES OF THE JOB:**

1. Sees to it that the Branch is kept neat and orderly.
2. Sees to it that the procedure manual is up-to-date.
3. Prepares annual report for the Branch.
4. Prepares time cards for all Branch personnel.
5. Cooperates as a team member with library staff in performing any duties essential to the achievement of efficient library operations.
6. Attends workshops to keep informed of current trends in field and new professional techniques.
7. Meets the requirement of six Continuing Education credits every two years.
8. Performs other duties as assigned. (i.e. inventory, weeding, etc.)
9. Assists in Central Library departments when necessary.

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**WORKING CONDITIONS:**

1. Part-time position, 2-27 hours per week. Early evenings required.
2. Periodically will work on-call or as emergencies arise.
3. Usually works in environment with considerable public and staff contact and often a higher noise level than other areas of the Library.
4. May interact with upset staff and/or public and private representatives in interpreting and enforcing branch policies and procedures.

**PHYSICAL/MENTAL CONDITIONS:**

1. Must possess ability to record, convey, and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, and reaching to carry out essential duties of job.
3. Coordinated movements of fingers/hand; and simple movements of feet/legs and torso.
4. Medium work, with occasional lifting/carrying objects with weights of twenty to forty pounds, and pushing book cars of up to 150 pounds. Retrieves and/or shelves objects weighing 5 to 20 pounds from all shelving levels.
5. Must be able to pay close attention to details and concentrate on work.
6. Sometimes works in book stack areas where there is exposure to dust, newsprint, etc.
7. Sometimes works with equipment and performs procedures where carelessness may result in minor cuts, bruises, or muscle strain.

**QUALIFICATIONS:**

A. **EDUCATION/TRAINING:**

Bachelor's Degree

B. **WORK EXPERIENCE:**

At least one year in relevant library work. Familiarity with computers, computer software and automated systems preferred.

C. **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of the job.
2. Ability to communicate effectively. Skill in interpersonal communication. Ability to do technical writing for procedures, proposals, reports, etc.
3. Knowledge of public library planning and role-setting practices application to branch library settings. Ability to analyze and evaluate current conditions and make logical evaluations of future needs. Ability to plan and execute short-range plans. Ability to synthesize and creatively adapt trends in technology, publishing, information retrieval and library science to planning for the department and the organization. Skill in negotiating for resources to meet departmental needs.

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4. Ability to assume a leadership role in a group setting. Ability to establish and maintain effective working relationships with the Executive Director, Management Team members, district library staff, other library staff members, volunteers, sales representatives, community officials, agency representatives, and the public. Ability to work in the Library's team setting. Willingness to assist and support coworkers, contribute ideas, and maintain flexibility. Ability to adapt to a rapidly changing environment.
5. Commitment to and skill in supervising people. Knowledge of supervisory and training techniques. Willingness and ability to provide positive managerial example. Willingness and ability to foster environment in which employees are self-motivated and can exhibit high morale. Capacity to recognize and utilize talents of others. Fairness when distributing workload, responsibility, and authority. Ability to identify proper work assignments for subordinates and willingness to follow-up to ensure proper completion.
6. Ability to set realistic standards for employees and to encourage productive and efficient performance. Conscientiousness when appraising performance, counseling employees, writing and administering performance appraisals, and making personnel recommendations.
7. Skill in managing departmental workflow, including ability to identify, negotiate, establish, communicate, and apply priorities. Skill in performing and supervising routine and non-routine procedures involving many steps. Ability to give and follow complex written and/or verbal instructions and to pay close attention to detail. Willingness to provide professional and managerial support to supervisor. Ability to accept delegation and to work under general supervisory direction.
8. Initiative and resourcefulness to take acceptable risks, make appropriate decisions, and exercise proper authority. Ability to present clear explanations of established policies and procedures. Ability to think and act appropriately under pressure. Willingness and ability to grant logical exceptions to policies and procedures when warranted. Willingness to maintain confidentiality when appropriate and to be held accountable.
9. Ability to provide courteous and timely public service to patrons of various ages, interests, backgrounds, and levels of library expertise. Ability to conduct a reference interview to determine patron needs. Capacity to be easily understood on voice telephone. Knowledge of popular authors and subject areas to facilitate patron question negotiation. Knowledge of reference tools, methodologies, and philosophy. Ability to provide instruction and encouragement in use of library resources to patrons individually and in groups.
10. Ability to make realistic budget proposals, to operate within established budgetary guidelines, and to identify and analyze budgetary impact of services.

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11. Ability to develop work-related goals and objectives. Willingness to develop job-related abilities, skills and knowledge. Willingness and ability to keep abreast of changing technologies and procedures, and to assume responsibilities required by introduction of different services and equipment.
  12. Understanding of collection development tools and theory. Knowledge of publishers, popular authors and subject areas to facilitate collection development. Willingness and ability to understand and contribute to on-going development of local collection philosophy.
  13. Ability to interact effectively with the Library's automated systems. Skill in using microcomputers and related software. Basic knowledge of database, spreadsheet and word processing software programs. Ability to instruct others in use of a variety of computer programs. Knowledge of or ability to quickly learn Library's current software programs as these apply to job responsibilities. Ability to operate other office equipment with accuracy and reasonable speed.
  14. Must possess the ability to troubleshoot computer and other equipment problems.
  15. Must possess the ability to work with children of all age ranges and teens, both individually and in small groups.
  16. Must possess knowledge of electronic resources including the Internet.
  17. Spanish or other foreign language skills are highly desirable.
  18. Must possess knowledge of story telling practices, theories and methodology.
  19. Must possess a valid Pennsylvania driver's license and have one's own vehicle.
  20. Must be able to produce required reports, printouts, and data as needed by the Executive Director.
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