



USC University of
Southern California

Library Supervisor Job Description

JOB INFORMATION

Job Code:	141011
Job Title:	Library Supervisor
FLSA Status:	Non-Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Library Services
Job Family Group:	Libraries
Management Level:	6 Supervisor

JOB SUMMARY

Supervises Library Assistants and student workers engaged in specialized library functions including, but not limited to, stacks or collection maintenance, regular or reserve circulation, bindery operations, technical processing, database maintenance, cataloging, Library Hotline, and/or library computer operations. Provides specialized public and technical services and assists library management with administrative duties related to planning, budgeting, special projects, and day-to-day operation of a library unit, department, center or facility.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Associate's degree	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		2 years	
	X	3 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

X Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience in and comprehensive knowledge of library operations.
X		Knowledge of computers and information retrieval systems.
X		Supervisory ability.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Knowledge of preservation of materials and related equipment usage.
	X	Library technology experience in a special library.
	X	Supervisory experience.
	X	Administrative support service experience in a related field.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Supervises staff and/or student workers engaged in specialized library functions for a library unit, department, center or facility. Recruits, screens, hires and trains staff. Evaluates employee and/or student workers and provides guidance and feedback to assigned staff and/or student workers. Counsels, disciplines and/or terminates employees as required.				
Schedules, assigns, and prioritizes workloads on a daily basis. Sets appropriate goals and deadlines. Ensures timely completion of unit's work. Assigns and monitors progress on work assignments and special projects.				
Prepares and ensures accuracy and completeness of all personnel paperwork as required including payroll documentation.				
Provides assistance to library patrons using electronic databases, electronic journals, and electronic reference materials within a tiered service environment. Assists patrons in identifying and locating appropriate discipline-specific and interdisciplinary resources, demonstrates search techniques, interprets results, and refers questions as appropriate.				
Assists library management in developing policies and procedures related to specific library functions. Ensures that library patrons and supervised staff comply with all applicable library policies and procedures and has authority to make exceptions to policy. Maintains currency on policies and procedures. Interprets policies and procedures for library personnel or patrons.				
Administers system-wide procedures governing the handling of cash, fines, billing, holds, recalls, renewals, patron notification and record entries, loan policy, etc. Follows national and institutional standards in creating and modifying records. Prepares reports as requested or needed.				
Oversees system-wide procedures governing the creation, updating and deletion of data in library databases. Oversees quality control measures for the library system's patron database and/or other library systems. Provides assistance in accessing and interpreting records and transactions, resolving discrepancies, and communicating the results.				
Establishes and maintains records of orders, shipments, searches, lists, and status reports as assigned.				
Assists in budget administration. Monitors supply and student wage budgets and reconciles financial data. Prepares budget projections and/or reports.				
Maintains specialized library equipment. Provides training to staff and student workers on proper utilization of equipment. Coordinates with facilities staff and/or vendors for acquisitions, maintenance, and repairs.				
Monitors the physical organization of library materials and spaces. Maintains and supervises workflow for organizing and housing new or existing materials. Identifies and supervises needed collection shifts. Supervises the fulfillment of service requests and reports findings appropriately.				
Represents the library or library unit on appropriate library-wide committees and task forces.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.