

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Section Supervisor – CAPS**

Dept.: **Cataloging and Processing**

Reports to: **Manager - Cataloging and Processing**

Effective Date: **Revised December 2018**

Job Code Number: **20625**

Grade Number: **14, Represented**

FLSA Status: **Exempt**

General Position Summary:

Oversees and supervises library pages and technicians assigned to department including hiring, training, determining work assignments and schedules, performance evaluation and corrective action. Position is responsible for direct reports' vacation and absence approvals and resolving schedule conflicts. Oversees daily operations of material processing and Central Storage.

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. Recruits, interviews and hires new pages and technicians as needed. Ensures that all necessary paperwork for new hires is completed in an accurate and timely manner.
2. Evaluates, coaches and disciplines direct reports.
3. Provides new hire and on-going training to all pages and technicians and ensures that all policies and procedures are followed.
4. Schedules page and technician staff based on anticipated workload and on maintaining adequate staffing levels to meet the system's needs. Coordinates daily workflow with manager.
5. Oversees and troubleshoots the daily operation of Central Storage and Service Center staff holds, book drop, and self-checkout.
6. Develops and maintains practices and procedures for the department in support of KCLS policies and objectives. Problem solves material processing.
7. Manages and approves payroll time entries and leave requests. Monitors substitute and available hours within the department.
8. Plans and conducts page and technician staff meetings as needed.
9. Responsible for supplies inventory and control.
10. Maintain documentation and shipping information on all items sent out and returned for contract cataloging.
11. Assist Service Center staff members with circulation problems and questions.

Secondary Duties:

1. Receives and copy catalog new materials.
2. Provides backup to related positions as required.
3. Performs other related duties as required or assigned.

Core Competencies:

Customer Focus

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn from differences.

Ethics, Values, and Judgment

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

Professional and Technical Knowledge

Demonstrates proficiency in professional and technical skills/ and or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to foster personal success and connections for others.

Coaching and Counseling

Facilitates the development of other's knowledge, abilities, and skills to fulfill job and role responsibilities more effectively. Provides timely feedback, guidance, and encouragement to help others achieve better performance and goals; builds confidence of others.

Managerial Courage

Tactfully provides direct and actionable feedback in a timely manner, is open and direct but not intimidating; deals head-on with people and problems even in the most difficult situations.

Communicates Effectively

Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

Building Effective Teams

Blends people into cohesive teams that apply their diverse skills and perspectives to achieve common goals; creates and supports strong morale and a healthy work environment.

Decision Quality

Makes decisions and solves problems, can deal adeptly with varied levels of complexity, ambiguity, and risk; takes responsibility and accepts ownership for decisions regardless of outcome. Responds promptly and appropriately in crises situations.

Accountability

Holds self, direct reports, and others accountable for achieving intended outcomes; follows up and monitors progress to ensure that things stay on track; models organizational values and norms.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

A typical way of obtaining the knowledge, skills and abilities necessary to successfully perform the essential duties of the position is:

- Graduation from an accredited four-year college or university with a major in liberal arts, communications, business/public administration, or a closely related field.
- Two to four years of experience in library operations, preferably in material processing functions. Supervisory experience preferred.
- Or an equivalent combination of training and experience that provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the classification.
- Experience in and considerable knowledge of ILS system, especially cataloging, acquisition/receiving and circulation modules.

SPECIAL REQUIREMENTS

None

PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using hands in conjunction with frequent finger use and typing, this typing may be repetitive up to frequent. Constantly sits and occasionally will stand and walk. Will occasionally reach up to chest level with hands and arms and bend. The employee will occasionally lift/carry less than 10 pounds, seldom lift up to 35 pounds and will seldom push/pull carts using light force.

WORK ENVIRONMENT

Work is performed in a normal office environment. Work typically involves extensive close work (eyestrain), PC monitoring, and may require constant or frequent sitting, standing or heavy lifting. Occasional work in close quarters in Central Storage.

Advancement Possibilities:

Other supervisory or managerial positions depending on education, training, and experience.

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: _____
Director of HR