Title: Section Supervisor – Periodicals
Dept.: CMS (Periodicals/Selection Order)
Reports to: Manager, Cataloging and Processing
Effective Date: Revised December 2018

General Position Summary:
Orders and maintains current status of all periodicals, newspapers, and magazines for the entire King County Library System (KCLS). Researches new publications and reviews other databases to identify and recommend new titles.

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. Problem solves personnel issues with staff and supervisor to maintain quality workplace attitude.
2. Research and order periodical titles using relevant databases and directories.
3. Resolve problems associated with subscription maintenance.
4. Evaluate video materials and rotate them to branches throughout KCLS.
5. Assist supervisor in interviewing for clerical and page positions.
6. Monitor workflow utilizing page staff.
7. Communicate with vendors to assure their understanding of KCLS requirements and specifications and to expedite service.
8. Develop and implement department procedures and practices in support of KCLS policies and objectives.

Secondary Duties:
2. Other related duties as 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:**
Bachelor’s degree in liberal arts, communications, business/public administration or related field, or an equivalent combination of education and training.

Two to four years experience in library operations, preferably in periodical selection and order policies, procedures, and systems.

Classroom and on-the-job training in periodical selection and order function and in supervisory policies and procedures.

Experience in and knowledge of KCLS periodical maintenance and ordering systems, as well as needs unique to individual branches.

Extensive knowledge of KCLS.

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 in a normal office environment. Extensive close work (eyestrain) is required.

Advancement Possibilities:

Librarian Series depending on education and experience Other management/supervisory positions as qualified

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

Final: 7/31/01
Revised: 3/1/08