

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Section Supervisor-Selection and Order**  
Dept: **CMS (Selection Order)**  
Reports to: **Manager, Selection and Order**  
Effective Date: **Revised December 2018**

Job Code Number: **10504**  
Grade Number: **14, Represented**  
FLSA Status: **Exempt**

General Position Summary:

Supervises the activities of staff involved in ordering new materials for KCLS. Assure that materials are ordered in a timely manner. Establish and implement procedures to enhance departmental efficiency and productivity.

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. Select, train, and evaluate the performance of each staff member. Take action to enhance each individual's performance and productivity.
2. Assure compliance with Library policy, and Human Resource Department requirements.
3. Interpret KCLS policies and procedures for staff members and resolve human resource problems.
4. Conduct performance evaluations of staff; write formal evaluations, review with staff, clarify performance expectations, and initiate appropriate corrective action as required, including coaching and development.
5. Develop and implement practices and procedures (material acquisitions both for standard and non-standard orders) for the department in support of KCLS policies and objectives. Assure that staff members understand and adhere to established procedures.
6. Respond to questions from CMS and library staff members and resolve problems as they arise.
7. Develop and administer re-order and cancellation procedures to satisfy orders not filled.
8. Communicate with vendors to assure their understanding of KCLS requirements and specifications and to expedite orders from vendors as required.

Secondary Duties:

1. Administer the Gift Fund material program.
2. Provide backup to related positions as required.
3. Perform 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/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 selection and order policies, procedures, and systems.
- Classroom and on-the-job training in selection and order function and in supervisory policies and procedures.
- Experience in and working knowledge of KCLS operations desired.

## SPECIAL REQUIREMENTS

The position requires continuous use of interpersonal skills, reading, speaking, writing and teamwork. The position frequently requires decision-making, mentoring, teaching, supervising, and the use of discretion and problem analysis.

## 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

The job is performed in-doors in a normal office setting and includes frequent work at a PC monitor and extensive close work.

### Advancement Possibilities:

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

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