



CITY OF SAINT PETER, MINNESOTA

POSITION OPENING – LIBRARY SUPERVISOR

The City of Saint Peter, Minnesota is currently accepting applications for the position of **Library Supervisor** in the Recreation and Leisure Services Department. This position supervises the operation of the library and is responsible for assisting in the development, implementation, monitoring and evaluation of all Library programs and activities. Minimum qualifications: Bachelor's Degree in Library Media Science, Education or related field; Two years demonstrated programming experience in libraries, recreation, educational or related areas, or equivalent; Demonstrated personal computer experience; Valid driver's license; Experience working with the public. DESIRED QUALIFICATIONS include: Demonstrated experience of two or more years provision of library operations; Two or more years of demonstrated employee supervisory experience; Demonstrated experience in preparation and implementation of budgets; Two or more years' demonstrated experience in provision of literacy enhancing programming, library program management, or delivery; Previous demonstrated experience with inventory or library materials circulation software; Demonstrated experience in the purchase of Library materials including books, periodicals, and digital materials.

Starting wage \$22.60-\$25.24 per hour. Applicants must complete a City application form available in from the City Administrator's Office, 227 South Front Street, Saint Peter, Minnesota 56082-2538; by calling (507)931-0663; or on the City's website at <https://www.saintpetermn.gov/365/Employment>. Completed applications will be accepted until 5:00 pm, June 12, 2020. Faxed or late applications will not be accepted. AAEOE

**CITY OF SAINT PETER, MINNESOTA
POSITION DESCRIPTION**

PAY EQUITY POINTS: 173

POSITION TITLE: LIBRARY SUPERVISOR

DEPARTMENT: RECREATION AND LEISURE SERVICES

SUPERVISOR: RECREATION AND LEISURE SERVICES DIRECTOR

OVERVIEW OF POSITION:

Under the direction and general supervision of the Recreation and Leisure Services Director, the Library Supervisor supervises the operation of the library and is responsible for assisting in the development, implementation, monitoring and evaluation of all Library programs and activities.

ESSENTIAL JOB FUNCTIONS:

- Ensure high quality customer service.
- Plan, direct and supervise Library programs, activities, and events in a positive and safe environment to meet the needs of a diverse community and promote library usage.
- Analyze community needs; research and develop new strategies to meet those needs.
- Recruit, interview, train and supervise library staff.
- Provide professional development training for library staff.
- Promote and market Library services and programs as part of the Recreation and Leisure Services Department using a variety of communication tools.
- Evaluate Library programs.
- Research and recommend new programs, activities and events.
- Communicate with City and community boards and committees as directed.
- Assist in the preparation of the Library operational and program budgets. Monitor revenues and expenditures to keep within the approved budget guidelines. Oversee use of petty cash funds.
- Act as the City's liaison to Friends of the Library and other literacy and library focused organizations. Coordinate with groups to best address the literacy and library needs of the community.
- Coordinate scheduling of various facilities, equipment and personnel.
- Inspect and assess program equipment and technology application needs as needed.
- Make recommendations on purchase and replacement of Library materials and equipment.
- Plan, direct, and supervise Library acquisitions and collection development.

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- Assist in the preparation of written communications relative to library programs, including preparing news releases, informational bulletins, and other written communications designed to interest and inform the public.
- Maintain organized files and provide reports.
- Perform related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to: communicate effectively both orally and in writing; provide leadership; accept responsibility; secure the confidence of recreation participants; maintain confidentiality as needed; demonstrate tact; deal with the public; interact appropriately with other staff; interact positively with the public, staff, and diverse groups and individuals; apply effective conflict resolution techniques; and work independently with minimal supervision.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Library Supervisor is required to be capable of performing the following physical functions or a combination thereof for any given workday.

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 30/40 or corrected to 30/40 in one usable eye or both eyes together
- In an 8 hour day, sit for up to 8 hours and/or stand for up to 8 hours.
- Frequently bend, stoop, squat, crouch, kneel, and balance.
- Occasionally reach above shoulder level.
- Use hands for simple grasping and fine manipulating.
- Ability to perform repetitive motions of the hands and wrists for up to 8 hours.
- Ability to operate a computer keyboard for up to 8 hours in a workday.
- Ability to lift and carry up to thirty (30) pounds.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Library Media Science, Education or related field.
- Two years demonstrated programming experience in libraries, recreation, educational or related areas, or equivalent.
- Demonstrated personal computer experience.
- Valid driver's license.
- Experience working with the public.

DESIRED QUALIFICATIONS:

- Demonstrated experience of two or more years provision of library operations.
- Two or more years of demonstrated employee supervisory experience.
- Demonstrated experience in preparation and implementation of budgets.
- Two or more years' demonstrated experience in provision of literacy enhancing programming, library program management, or delivery.
- Previous demonstrated experience with inventory or library materials circulation software.
- Demonstrated experience in the purchase of Library materials including books, periodicals, and digital materials.

Adopted: _____