



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**CLASSIFICATION SERIES:**

Library Operations Occupation

**BARGAINING UNIT:**

ACE

**Library Operations Supervisor**

**SERIES PURPOSE:** The purpose of the Library Operations occupation is to provide information by selecting, organizing, and retrieving books and other media that meet the needs of the clientele served; plans and implements library programs. Incumbents specialize in either reference or technical services.

**CLASS CONCEPT:** The class works under direction and requires thorough knowledge of library principles, practices, tools, and techniques of technical services in order to plan, implement, and act as a lead worker over lower-level employees.

**JOB DUTIES:** Incumbents may perform some or all of these duties or other job-related duties as assigned.

Serves as a lead worker providing work direction and training over lower-level employees.

Plans and administers program of library services; evaluates program and determines needs; makes recommendations on policies or procedures; coordinates with service users analyzes collection to ensure it meets users' needs; prepares budget reports; prepares materials for public awareness.

Selects materials for collection and decides which materials to discard; processes bills for payment.

**OTHER FUNCTIONS AND RESPONSIBILITIES:** Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of: management or supervisory principles/techniques\*; specialized bibliographic sources; library science and technology; public relations; budgeting\*; subject area of the specific library; accreditation requirements affecting library.

Skill in: use of library equipment such as microfiche reader/printer, audio-visual equipment, video display terminal, and computer systems.

Ability to: deal with many variables and determine specific course of action; write routine business letters, evaluations and records following standard procedures; handle sensitive inquiries from and contacts with officials and general public; catalog and classify materials according to Anglo-American cataloging rules, Dewey Decimal and/or Library of Congress classification systems, and Cutter system; calculate fractions, decimals, and percentages; cooperate with others on group projects; interpret extensive variety of technical material; use proper research methods in gathering data; gather, collate, and classify information about data, people, or things; coordinate activities of others; explain library procedures.

(\*) Developed after employment.

**MINIMUM QUALIFICATIONS:** Completion of graduate core program in library science; three years of experience in a librarian position; experience in library organization and/or administration.

**REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES:** None

**PHYSICAL REQUIREMENTS:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

**SEDENTARY:** work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

**UNUSUAL WORKING CONDITIONS:** May work evenings and weekends.