

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** SUPERVISOR, LIBRARY SERVICES

**Reports To:** Designated Supervisor

**UW Job Code:** 3891

**UW Job Family:** 54 – Library Office Technicians

**SOC Code:** 25-4031

**FLSA:** Exempt

**Pay Grade:** 21

**Date:** 4-1-95 (revised 7-1-02; 2-11-03; 4-24-03; 7-1-04; 7-1-08; 12-19-19)

### **JOB PURPOSE:**

Plan and manage the operational, financial and personnel activities of a designated library organizational unit.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage and supervise operational functions and personnel within a designated unit.
- Establish, implement and revise policies and procedures including goals and objectives.
- Plan and develop unit budget and review expenditures in conjunction with Library Administration.
- Make hiring recommendations, train, supervise and evaluate support staff.

### **SUPPLEMENTAL FUNCTIONS:**

- Maintain appropriate manuals, records and statistics; prepare annual and unit reports as requested.
- Coordinate inter-organizational and public relations activities.
- Perform other managerial and technical duties unique to designated unit.

### **COMPETENCIES:**

- Developing Organizational Talent
- Consistency
- Individual Leadership
- Service Orientation
- Strategic Planning
- Work Prioritization & Management

## **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **1 year work-related experience**

**Required licensure, certification, registration or other requirements: None**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Library science rules, practices, procedures and protocol.
- Supervisory methods and practices.
- Budget development and management.
- Project management methods.

Skills and Abilities to:

- Supervise and train support staff.
- Analyze and interpret information and make independent decisions.
- Effectively communicate, listen and resolve interpersonal or other conflicts.
- Provide time management and project planning.
- Work with and manage multiple project deadlines.
- Develop budget and monitor expenditures.
- Manage office operations and prepare administrative documents and forms.
- Examine office operations and develop or revise policies and procedures.
- Gather information and write reports.
- Evaluate work performance; determine strengths, weaknesses and training needs.
- Schedule work assignments, resolve leave and payroll issues of assigned support staff.
- Foster a cooperative teamwork environment.

## **WORKING CONDITIONS:**

Library and office environments; regularly work in confined or high traffic areas; occasional exposure to dust, vapor, and fumes.

## **DISTINGUISHING FEATURES:**

**Library Assistant:** Functions under direct to general supervision; emphasis is on performance of basic clerical and library support duties including unpacking incoming and preparing outgoing library materials, sorting, labeling, distributing, tagging (due date and security tape) and shelving library materials as directed, performing data entry on information into automated systems, answering telephone, responding to basic inquiries or referring calls, cataloging Library of Congress monograph records including editing existing records as directed, maintaining library stacks including organizing shifting of materials, and may open/close library evenings or weekends as directed.

**Library Assistant, Senior:** Functions under general supervision; can perform duties of Library Assistant and additionally performs basic and routine cataloging and editing by applying rules and standards, performs bibliographic searches, trains and functionally supervises support staff, examines, troubleshoots and corrects materials in assigned projects, and provides reference service to patrons.

**Library Specialist:** Functions under limited supervision, performing duties of the lower levels within this series and additionally has the expertise to provide cataloging and perform the more difficult bibliographical searches, assists with supervision as directed, coordinates operations of assigned project work, interpret policies and procedures for patrons and staff, and assists with recommendations for policy or procedural changes.

**Supervisor, Library Services:** Functions under very limited supervision, manages and supervises the administrative and personnel functions within an assigned unit, establishes and revises policies and procedures, plans and develops the unit budget, monitors expenditures, maintains manuals, records and statistics, and prepares unit reports.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.