

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

Title: **Section Supervisor-Selection and Order**

Dept: **CMS (Selection Order)**

Job Code Number: **10504**

Reports to: **Manager, Selection & Order**

Grade Number: **13, Represented**

Effective Date: **July 2001**

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.

Communication:

Incumbents have frequent interaction with other staff members and with vendors. Internal contacts are for the purpose of exchanging information with KCLS staff members or providing instruction/training to subordinates. Contacts with vendors are to assure their complete understanding of KCLS needs. Contacts are by phone, e-mail or face to face. Communications (beyond human resource issues) seldom contain confidential/ sensitive information.

Initiative:

Incumbent develops policies and procedures for the department in support of KCLS policies and objectives. The position is responsible for problem solving within the department and is frequently responsible for developing new programs, services or concepts. The job involves a high degree of complexity, with incumbents operating independently with minimal supervision. Work situations are recurring with occasional variations from the norm. Decisions are made within specific organizational policy constraints and guidelines.

Accountability:

The position involves frequent interruptions with maximum flexibility required. Planning requirements occur as a participant in group activity, with some strategic planning at the department level. The position makes decisions that have impact within the department and the organization. The position works independently. An error in work may lead to delays in receiving materials or the receipt of incorrect materials thereby detracting from library services. The position has responsibility for recommending operating budget items for the department. Confidential record keeping includes the creation and review of staff performance evaluations, salaries and other employee matters.

Leadership:

The position is responsible for mentoring within the department as unit lead and/or assistant manager. This position is responsible for modeling and promoting organizational values within the department.

## 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.

### Necessary Knowledge, Skills and Abilities:

- Extensive knowledge Collection Management policies, procedures and systems.
- Working knowledge of KCLS operations desired.
- Extensive knowledge of material ordering processes, policies, procedures and techniques.
- Extensive knowledge of the circulation software system.
- Working knowledge of the principles and practices of supervision.

### Ability to:

- Evaluate and independently resolve operational problems concerning material orders and the ordering process.
- Operate computer hardware and software associated with job responsibilities at an advanced level.
- Communicate effectively, verbally and in writing.
- Establish and maintain positive interpersonal relationships with subordinates, other staff members and vendors.
- Recognize and set priorities, and to plan, organize and direct the work of others.
- Select, develop and motivate subordinate staff.
- Exercise initiative and independent judgement in a wide variety of situations.

### Skill in:

- Supervising and training staff to maximize productivity.
- Working with vendors to assure that KCLS is provided with the services needed at a reasonable cost.
- Developing systems and procedures to enhance productivity.

## 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

The position requires frequent sitting, standing, walking, talking, keyboarding and repetitive hand/wrist motion. The position may occasionally be required to lift 60 pounds, carry 30 pounds and push/pull up to 150 pounds.

## 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: \_\_\_\_\_  
HR Manager

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