

JOB DESCRIPTION
Grossmont Union High School District

SUPERVISOR, LIBRARY AND MEDIA SERVICES

Purpose Statement:

The job of Supervisor, Library and Media Services is done for the purpose/s of supervising, coordinating and planning library and media automation and central technical services related to cataloging, reference acquisition and serials management; coordinating preview, acquisition and distribution activities; and supervising assigned staff.

This job reports to Director, Educational Technology

Essential Functions

- Installs computer software applications for the purpose of providing applications and/or upgrades.
- Maintains a variety of manual and electronic documents, files and records (e.g. budgets, statistics, training materials, policies, procedures, expense records, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Monitors library and media services for the purpose of delivering services to meet District needs.
- Oversees Districtwide book ordering process for library books and materials for the purpose of ensuring the availability of resources.
- Participates in Library Council meetings as needed for the purpose of conveying and/or receiving information.
- Performs personnel functions (e.g. hiring, training, evaluating, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Processes a variety of documents and materials (e.g. cataloging, barcoding, entering data, etc.) for the purpose of disseminating materials as appropriate.
- Provides information and technical expertise in library and media matters for the purpose of assisting site-based staff regarding specific materials.
- Researches appropriate media for the purpose of supporting teachers with lesson plan development.
- Responds to inquiries for the purpose of providing information and/or direction as may be required.
- Serves as a resource for media staff Districtwide for the purpose of ensuring efficient implementation and ongoing use of District automated library management system.
- Supervises assigned personnel for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating library and various media equipment; operating standard office equipment including using pertinent software applications; performing standard bookkeeping; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; office application software; pertinent codes, policies, regulations and/or laws; theories, objectives and principles of library science; library practices and procedures; and procedures and techniques for classifying and cataloging book and non-book materials in MARC format using Anglo-American Cataloging Rules.

ABILITY is required to schedule activities and/or meetings; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a wide variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working with detailed information/data; and planning, designing and implementing staff training programs.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within specialized field with increasing levels of responsibility is required.

Education Bachelors degree in job related area.

Required Testing

As required for position

Continuing Educ. / Training

None Specified

Certificates & Licenses

California School Library Association Certificate

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Exempt

Approval Date

11/10/2005

Salary Grade

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