

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: SENIOR CIRCULATION SUPERVISOR

DEPARTMENT: LIBRARY

BASIC FUNCTION:

Under direction perform work of considerable difficulty in supervising the clerical activities of work units where the staff is engaged in a variety of dissimilar and/or difficult tasks. Position reports to a Principal Librarian and is responsible for the direction operations and related staff in one of the system libraries.

KEY RESPONSIBILITIES:

Assist in the operation of a major work unit through the supervision of clerical support functions including reviewing work for accuracy and conformance with procedures; determining priorities, scheduling, maintaining files and assigning work as required.

Maintain policy and procedure manuals and meet with the public or other city departments explain procedures or department policies.

Provide information required to prepare department budget.

Resolve complex questions involving the clerical functions of the unit.

Select, supervise, train and evaluate full-time and part-time staff.

Conduct staff meetings.

REPORTING RELATIONSHIPS:

Position reports to a Principal Librarian.

QUALIFICATIONS:

Knowledge of:

- Departmental operations, objectives, and procedures.
- Office and clerical procedures.
- Computer systems and their operations.

Ability to:

- Interpret laws, rules and regulations to staff and the public.
- Exercise independent judgment in accomplishing activities.
- Supervise, train, plan, resolve problems and delegate work to clerical employees.
- Deal with a variety of people to coordinate work assignments.
- Plan and delegate work assignments.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would qualify. A typical way to obtain the knowledge and abilities would be:

Two years of experience supervising library staff and/or a general liberal arts degree.

DATE APPROVED: June 9, 1992