

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: SUPERVISOR OF LIBRARY AND ASSET MANAGEMENT

BASIC FUNCTION:

Under the supervision of the Assistant Superintendent of Educational Services, organizes and coordinates work assignments and supervises district library personnel; assists in providing comprehensive training in the area of library science to provide all students with an enriched library environment and to aid students and staff in acquiring the skills needed to take full advantage of library resources; responsible for the operation of the District libraries; issuance and delivery of materials, supplies and technology equipment; .

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise the receiving, bar coding, storage, issuing and delivering of goods and materials.

Generate purchase requisitions at appropriate reorder points.

Verify deliveries against purchase requisitions/order and ensure annotation and processing of discrepancies.

Direct return of defective, excessive, damaged or incorrect items.

Ensure bar code labels are processed correctly, and that surplus property is processed in accordance with state and District policies.

Hires, coaches, reviews, evaluates, supervises, and makes effective suggestions and recommendations that are given particular weight regarding the employment status of assigned employees.

Supervises activities of staff and student employees in multiple school library units; coordinates and supervises a specialized service for the library department.

Participates in planning department goals and objectives.

Consults and advises library staff and users to provide technical advice, problem solving assistance, answers to questions, and interpretation of policies and procedures for the library unit and department.

Oversees and coordinates budget for department; manages and controls expenditures within the departmental budget.

Ensures library compliance with school and district policies.

Coordinates special programs or projects among district libraries.

Serve as a liaison from the school district to non-school clients, organizations, and programs.

Adopted by the Board on December 15, 2020

Advises school and community users, vendors and libraries in matters of policies and procedures to facilitate a specific library service.

Maintains records and prepares statistical reports relating to the responsibilities and operations of the unit.

Maintains responsibility for selecting, implementing, and reviewing the use of resource management software related to the work of the library unit, and for training staff in the use of these systems.

Maintains responsibility for initial handling and reporting of library's central building and physical security problems.

Plans, schedules, and organizes work activities to meet unit goals and objectives.

Develops, implements and revises work methods, policies, and procedures for the library unit.

Establishes, monitors, and ensures adherence to quality and quantity standards.

Evaluates library resources and purchases curriculum supporting materials, including library books, electronic resources, and audiovisual components.

DISTINGUISHING CHARACTERISTICS:

Plans, organizes, and supervises all sections of library employees whose duties are specialized and technical, and involves varied procedures and methods, and has direct responsibility for subordinates including hiring, training, evaluating, monitoring work performance, setting performance goals and providing an environment in which goals can be achieved and career development is fostered. The Library Supervisor manages the work and resources of the unit including planning, organizing, allocating, and prioritizing both work and resources to meet the goals of the unit, department and library. The classification's responsibilities are primarily managerial in nature.

Instructional Materials:

Evaluates, orders, receives, process, catalogs, distributes and manages a majority of all district instructional materials, including but not limited to, textbooks, workbooks, teacher resources, electronic teaching tools, and electronic student materials.

Maintains district William's compliancy by ensuring fulfillment of instructional materials to all district enrolled students.

Serves as district liaison to all textbook publishers.

Oversees the materials acquisition and procedures portion of all instructional materials pilots and adoptions.

Maintains extensive and proper districtwide instructional materials inventories and records, securing the safe management of public funds.

Coordinates and advises the business department on the budgeting of funds for future textbook adoptions.

Repairs, sells, discards used, damaged or obsolete district instructional materials.

Additional Responsibilities:

Processes department unit payroll.

Handles all department accounting, including money deposits and refunds.

Creates purchase requisitions for instructional materials purchases in the district and oversees the finalizing of all purchase order paperwork when orders are complete.

Fills requests and delivers instructional materials for all sites.

Clears all district employees and students for graduation, retirement, or exit from the district.

Collects all districted property and signs-off on final exit paperwork.

Oversees the distribution and management of Chromebooks, projectors, laptops, and other electronic equipment.

QUALIFICATIONS:

Must satisfactorily meet the CCUSD Minimum Standards of Employment and Training which includes possession of a valid California Driver's License; must be insurable by the District's insurance company; must be free of any felony and certain misdemeanor convictions; have good moral character; be a high school graduate or equivalent.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, techniques and procedures utilized in the operation of Media library unit.

Materials, equipment and terminology commonly utilized in instructional media technology.

Standard Library reference sources; books and other specialized library science related materials.

English usage, spelling, grammar and punctuation.

Library media center classification system, including the Dewey decimal system.

Library instructional programs.

Computer utilizations.

School reading program.

ABILITY TO:

Perform multiple tasks, exercise sound judgment, and make quick decisions in emergency situations.

Exercise discretion in the handling of confidential information.

Maintain a high level of production and work at a fast pace.
Train, supervise and evaluation of assigned library staff.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain a positive working relationship with others.
Prioritize, plan and organize work.
Communicate effectively, both orally and in writing.
Deal tactfully with District employees, students, and the public.
Maintain consistent, punctual and regular attendance.
Organize and provide an instructional library program.
Management of student activities and behavior.
Supervise, train, and evaluate classified personnel.
Purchase, manage, and disseminate books, technology and other learning materials.
Meet and arrange meetings with publishers.
Post textbook adoption/selection.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license;

WORKING CONDITIONS:

ENVIRONMENT:

Office and school environment.
Indoors and outdoors.
Driving a District vehicle to conduct work during daylight and in adverse weather conditions.
Community streets and roads.

PHYSICAL ABILITIES:

Reaching overhead, above the shoulders and horizontally.
Standing or sitting for extended periods of time.
Walking over rough or uneven surfaces.
Climbing stairs.
Bending at the waist, kneeling or crouching.
Hearing and speaking to exchange information.

Seeing to read, prepare and proofread documents, and perform assigned duties.
Lifting in excess of 50 pounds.

EDUCATION AND EXPERIENCE:

EDUCATION

Bachelor’s degree (preferably in Library Media Services)

EXPERIENCE

Five (5) years of increasingly responsible experience in a supervisory role, within a public school or public city or county library.
Experience working with instructional materials and large scale textbook adoptions.
Experience in providing instruction in the use of library resources.

Experience in training, supervising and evaluating staff.

Five (5) years of experience in warehouse operations as lead with demonstrated warehouse supervisory skills.

Background in materials handling, purchasing and stock control.