**CITY OF FLAGSTAFF**

Flagstaff is the largest community in the high country and is the county seat for Coconino County, the largest county in the United States. A historic Route 66 town, Flagstaff is ideally located at the juncture of Interstate 17 and Interstate 40. Though still reflecting a small town atmosphere, it maintains a selective growth plan with new expansion programs underway.

The City of Flagstaff is Northern Arizona’s Employer of Choice! Our City government is devoted to enhancing the quality of life of our citizens and the experience of the many visitors who are attracted to Northern Arizona.

**Date Posted: March 08, 2019**

**Vacancy No: 037-19**

**Position Title: Library Supervisor – East Flagstaff Community Library**

**Division / Section: Economic Vitality/Library**

**Position Status: Full Time; FLSA Exempt; Benefit Eligible**

**Work Week: Monday – Friday; Some nights, weekends, and holidays may be required Hours 8am – 5pm**

**Salary Range: $50,929.01 Annually**

**Closing Date: March 29, 2019**

***The East Flagstaff Community Library location is*** *a small branch library that serves a diverse population with a very large after school demographic. EFCL is looking for a dynamic, energetic, and innovative individual intent on providing outstanding customer service, reducing barriers to library access, leading our awesome staff, maintaining thriving community relations, and taking pride in being a part of the EFCL team.*

Actively supports and upholds the City’s stated mission and values. Under direct supervision of the Deputy Library Director employees of this class are expected to exercise considerable independent decision making and authority including day-to-day operations, management, and supervision of an assigned library area or separate library facility.

**ADMINISTRATIVE DUTIES**

* Supervisory: This job has full responsibility for supervision at the program level (hires, directs, schedules, transfers, promotes, rewards, disciplines, and terminates other employees).
* Budgetary: This job has partial responsibility for budgeting at the program level including staying within the assigned budget parameters.
* Strategic Planning: This job has partial responsibility for strategic planning at the program level including assessing community needs and setting long and short-term goals for the library area.
* Policies/Procedures: This job has partial responsibility for policies and procedures at the program level including developing, implementing, and interpreting policies and procedures related to the library area.
* Compliance: This job has partial responsibility at the program level for overseeing and ensuring facility and staff are in compliance.
* Council Communications: This job has partial responsibility for Council communication at the program level including making presentations regarding a library area.
* Reporting: This job has partial responsibility for reporting at the program level including preparing monthly reports for programming, grants, volunteer hours, and computer usage related to the library area.

**EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)**

* Provides excellent customer service to both internal and external customers.
* Responsible for an area of the library including scheduling employees, handling incidents, scheduling tours and programs, and providing general guidance.
* Assists patrons and staff with questions, computer issues, and research.
* Handles emergencies and difficult situations.
* Maintains and distributes community information.
* Takes the lead role on more complex issues.
* Selects and deselects materials (assesses library’s needs and orders appropriate materials).
* Assesses needs and develops a programming plan.
* Performs outreach, carries out planning, develops programming, maintains statistics, manages programs, and assigns programming work.
* Ensures adequate computer access (analyzes and assesses needs for quantity and functioning of PCs).
* Oversees, coordinates, and develops printed materials and social media.
* Prepares book displays and public service announcements.
* Writes grants, maintains statistics, and post reports.
* Purchases some materials (including programming materials) and requests to purchase office supplies.
* Checks materials in and out, issues library cards, sells merchandise, accepts payments, and empties book drops and may courier items and empty book drops.
* Ensures safety and welfare of library users as well as building safety and maintenance, (East Flagstaff, Grand Canyon, Tuba City, and Forest Lakes Community Library positions only).
* Supervises PALS Mobile (Youth Services position only).
* May handle library accounts and budgeting in relation to the library’s collection.
* Other duties as assigned.

**MINIMUM REQUIREMENTS**

* Master’s Degree in Library Science.
* Two years of experience working in a public library.
* Two years of supervisory experience.
* Two years of computer experience.
* Or any combination of education, experience, and training equivalent to the above Minimum Requirements.

**DESIRED EXPERIENCE AND TRAINING**

* Knowledge about the local community and its resources.
* Knowledge of and experience with collection development/maintenance.

**OTHER REQUIREMENTS**

* Must possess, or obtain upon employment, a valid Arizona driver’s license.
* Regular attendance is an essential function of this job to ensure continuity.
* Evening and weekend work as necessary.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)**

* Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
* Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
* Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

* While performing the duties of this job, the employee is regularly required to stand, walk, stoop, kneel, crouch, or crawl. The employee is frequently required to use hands or fingers to feel, reach with hands and arms, and talk or hear.
* The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.
* Vision requirements for this position include close vision, distance vision, and ability to adjust focus.
* The noise level in the work environment is usually moderate.

**PRE-EMPLOYMENT REQUIREMENTS**

* Pre-employment physical requirements for this position include: fingerprints
* There are no pre-employment testing requirements for this position.
* There are no pre-employment vaccination requirements for this position.

**CLASSIFICATION INFORMATION**

* Range 110, B-3-1, FLSA exempt

**PRE-EMPLOYMENT PHYSICAL REQUIREMENTS**

* Fingerprints

**TO APPLY ONLINE**

In order to apply for this position you will have to fill out a City of Flagstaff application on our website. Visit our website to apply or for more information on this position and other opportunities. You will find complete job descriptions, requirements and application information at: [**http://www.flagstaff.az.gov/jobs**](http://www.flagstaff.az.gov/jobs)

**NOTE: Applications are due to the Human Resources department by 4PM on the closing date regardless of the postmarked date.**

**TO APPLY IN PERSON**

Applications are available and can be turned in at:211 W. Aspen Ave., Flagstaff, AZ 86001

Call our general information line at (928) 213-2090 or (800) 463-1389 to request an application by mail. Fax your resume to (928) 213-2089 or E-mail: human.resources@flagstaffaz.gov

**Additional information about current and open job vacancies can also be found by calling our job line at (800) 463-1389.**

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color,

religion, sex, national origin, disability, age, or protected Veteran status.

**AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.**

**Paid Holidays** • **Paid Vacation Days** • **Paid Sick Days** • **Health/Dental/Life/Vision Insurance**