

Job Description

Job Title: Page Supervisor (Manager I)

Job Code: 909020

Job Family: Library

Pay Grade: JC.15.15

FLSA: Non-Exempt

EEO: Administrative Support

Department/Agency: Library

Position Number(s): 101453

Recommended Position Title(s): Page Supervisor

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources; utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Essential Duties:

- Manages, hires, evaluates, trains and schedules Pages at the Central Resource Library; develops and implements page training programs; monitors volunteers to ensure accuracy.
- Plans and implements the work flow, including shelving and maintenance of the Central Resource Library's collection; reviews work for quality and accuracy; works with collection department performing system-wide inventory and redistribution.
- Coordinates selection of volunteers with Volunteer Coordinator; trains and assigns tasks to volunteers; monitors accuracy of volunteers; maintains statistics on volunteers and submits to the Volunteer Coordinator.
- Partners with Circulation Manager and Training Specialist to develop, coordinate, instruct and evaluate page training for new staff.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

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Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Bachelor's degree in any field of study; one (1) year of experience working in a library environment; one (1) year of supervisory experience; one (1) year of customer service experience; and a valid driver's license with an acceptable driving record.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

None

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

Lifting weight: 40 lbs.

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.