

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

LIBRARY SERVICES SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future supervisory positions which function as Library Services Supervisors. This classification specification is not intended to identify every duty which may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses supervisory positions which provide library support services for a library program or sub-program of a state-operated library. Positions allocated to this classification must meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.

Areas of library support include, but are not limited to:

- Acquisitions
- Catalog card production
- Collection development
- Copy cataloging
- Fines and overdue books
- Paging and shelving
- Public circulation windows
- Reserve book room
- Specialized public services

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions which perform professional librarian and supervisory duties in a state-operated library for a majority of the time and are more appropriately classified as Librarian Supervisor.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is typically by competitive examination.

II. DEFINITION

LIBRARY SERVICES SUPERVISOR

This is supervisory work related to the provision of library support services for a library program or sub-program of a state-operated library. Positions allocated to this classification supervise two or more full-time employees, which may include subordinate-level supervisors. Work is performed under general supervision.

Examples of work include, but are not limited to:

- Establish unit operating procedures, and implement overall library policies and procedures
- Inform employees of changes in policies and procedures, and provide training and assistance as necessary
- Monitor and report on work flow for the unit, and organize work flow for effective processing of materials
- Prepare serials in all languages for commercial binders
- Implement catalog editing policies
- Evaluate cataloging and catalog editing policies as to impact on workload and work flow of catalog services
- Prepare and maintain necessary statistical records
- Answer the most difficult questions posed by patrons of the library
- Establish policies, procedures and organizes work flow for processing all materials for reproduction and finishing of catalog cards
- Reconcile the student budget balance with the administrative office's figures, and report discrepancies to that office.
- Supervise all procedures for handling orders, lost books, and fines
- Prepare procedural directives and establish chain of command for staff regarding circulation functions
- Supervise operation of the microfilm laboratory
- Develop policies and procedures for the filing program
- Supervise receipt and re-card reserve lists
- Supervise reserves office, to include acquisition and processing of materials
- May direct students or other limited-term staff

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an

identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This specification was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to identify positions which supervise library support functions. This classification replaces the Library Services Supervisor 1, 2, and 3 classification series. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.

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