Materials Services Supervisor – Gahanna Branch (full-time)

Salary Range: $42,993.60 – $64,521.60 annually

Apply Today!


PURPOSE OF JOB

Under general guidance of a manager, this position is responsible for leading and supervising a team of materials services staff in order to achieve established library strategies.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Leads staff in completing essential duties of library operations in the areas of materials and customer service.
2. Responsibilities include hiring, orienting, coaching, managing and evaluating assigned team.
3. Assists with problem solving at local and system level.
4. Assumes responsibility for the operation of the location in the absence of a manager.
5. Trains staff to perform job duties and tasks including applying and interpreting policies, procedures, and best practices.
6. Trains staff on use and troubleshooting of library technologies and equipment.
7. Organizes and schedules team and its activities. Identifies opportunities for synergy, efficiency and integration.
8. Supervises volunteers as assigned.
9. Serves as support to staff in resolving customer disputes.
10. Provides direct customer service. Maintains personal skills to assure quality of service.
11. Performs additional duties as assigned including serving on task forces, committees, etc.

QUALIFICATIONS AND REQUIREMENTS

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WORKING CONDITIONS AND PHYSICAL DEMANDS

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions).

Work requires occasional lifting or pushing of up to 50 lbs. and the frequent lifting or pushing of up to 20 lbs.

SCHEDULE

Combination of mornings, afternoons, evenings & weekends, alternating Friday/Saturday. Sundays as assigned.