



Join Our Team as a Library Supervisor!

About the Role

As the Library Supervisor, you'll play a vital role in ensuring smooth library operations, managing part-time staff and volunteers, and fostering community connections. Reporting to the Library Director, you'll also lead outreach activities to showcase our services and help recruit new volunteers. This is a full-time, exempt position (40 hours/week), with evening and weekend shifts required.

What You'll Do

- **Lead Daily Operations:** Supervise staff and volunteers, ensure adequate staffing levels, and respond to emergencies.
- **Coordinate Training & Schedules:** Plan and implement staff and volunteer training, maintain schedules, and oversee performance.
- **Community Outreach:** Represent the library at city events and promote services to the public through social media, newsletters, and events.
- **Patron Support:** Assist patrons with accessing library materials and technology, troubleshoot issues, and recommend resources.
- **Facility Oversight:** Manage library space and equipment needs, including coordinating with city departments for repairs and maintenance.

Essential Skills & Qualifications

- **Experience:** At least 3 years of relevant experience, including 1 year in a supervisory role.
- **Education:** A Bachelor's degree in Library Science, Public Administration, or a related field is preferred.
- **Technical Proficiency:** Knowledge of library systems (Polaris), Microsoft Office Suite, and social media platforms.
- **Customer Service:** Strong interpersonal skills and a commitment to diversity, equity, and inclusion.
- **Problem-Solving:** Ability to assess situations and make sound decisions.
- **Communication:** Clear verbal and written communication, with a preference for bilingual candidates.

Why Join Us?

- Be part of a supportive, community-focused environment that values lifelong learning.
- Make a meaningful impact on the North Plains community.
- Grow your leadership skills through ongoing professional development.

Schedule

This position will require 40 work hours per week with a Tuesday – Saturday schedule. Work hours will fall between the hours of 8 a.m. and 7:15 p.m. on weekdays and require in-library work 9:45 a.m. to 5:15 p.m. on Saturdays. The 40-hour work schedule can be flexible within the stated parameters. There may be occasions when earlier or later work is required due to trainings or events. This position is exempt and does not qualify for overtime pay or Saturday differential pay.

How to Apply

Interested applicants are encouraged to submit the following: 1) A City of North Plains job application 2) A cover letter that includes how you see yourself contributing to the North Plains Public Library's mission in the role of Library Supervisor.

The City of North Plains is an equal-opportunity employer and is committed to creating an inclusive workplace.

Apply today and help shape the future of the North Plains Public Library!