

# **Employment Opportunity**

## **Library Services Supervisor**

Full-Time

Kathryn Linnemann Branch, St. Charles, MO

Do you recognize the importance of providing library services to individuals of all ages? Do you thrive working in a collaborative and creative environment? Do you excel in customer experience-based services and are you a positive and supportive leader?

The St. Charles City-County Library is seeking applicants for a Library Services Supervisor at our Kathryn Linnemann Branch. The Library Services Supervisor coordinates the delivery of youth and adult services activities including staff scheduling, programs and events, outreach initiatives, room reservations, passport and notary services, and makerspace operations.

### **Requirements:**

- Exceptional verbal and written communication skills, including public speaking and presentation skills
- Ability to organize work, set priorities, use time effectively, and meet deadlines
- Ability to establish and maintain effective relationships
- Ability to lead change with a positive attitude
- Must possess initiative, good judgement, critical thinking, and problem-solving skills
- A Master's Degree in Library Science from an ALA accredited program is required.
- Experience working with youth and adults in a professional capacity required.
- 2 years of supervisory experience
- 2 years of public library experience

The ideal candidate is a team player who is excited to build relationships with staff, library customers, school partners and community organizations.

### **Schedule:**

Mon 8:30am-5:00pm, Tue 12:00pm-8:00pm, Wed 8:30am-5:00pm, Thu 8:30am-5:00pm, Fri 8:30am-5:00pm, Saturdays and Sundays on rotation

Applicants should have flexibility to accommodate schedule or branch assignment changes based on the needs of the Library.

Our library branches serve all residents of St. Charles County by providing a robust collection of materials, many programs and events, and superior customer experiences! The future looks bright - join us!

We offer a full benefit package which includes medical, dental, vision, and life insurance, retirement plan, deferred compensation (457) plan, FSA and generous time off. Starting salary is \$68,432.

For consideration, submit a cover letter and resume with completed [SCCCL APPLICATION](#) by **Monday, August 3, 2026**. Please send application materials to [jobs@stchlibrary.org](mailto:jobs@stchlibrary.org), or mail to SCCCL, HR Dept., P.O. Box 529, St. Peters, MO 63376. Application materials will be accepted until the position is filled or an acceptable number of qualified candidates have been received.

We appreciate your interest in the Library, but due to the high volume of responses we may only be able to contact those applicants we wish to interview.

The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status. The Library participates in E-Verify.

7/24/26-8/3/26

**Please see the following job description for more information.**

**Description Number:** M10  
**Position Title:** Librarian - Library Services Supervisor  
**Salary Grade:** M  
**FLSA Classification:** Exempt  
**Reports To:** Branch Manager  
**Revision Date:** 07/23/2026

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### **Position Summary**

This position coordinates the delivery of youth and adult services. As part of the branch leadership team, the Library Services Supervisor provides support to branch operations. This position maintains safety and integrity of the branch and focuses on delivering quality library services such as room reservations, passport and notary services, and makerspace operations. In addition to staff supervision, duties include information services, readers' advisory, providing programs and events, collection maintenance, maintaining external partnerships with organizations serving youth and adults, and branch management support.

### **Essential Functions**

1. Coordinate youth and adult services activities, including staff scheduling, programs and events, and outreach initiatives.
2. Facilitate room reservations, passport and notary services, and makerspace operations.
3. Understand theories of infant, child, adolescent, and adult learning and development and their implications for library service.
4. Present programs and events to groups of children, teens, and adults.
5. Assist staff in communicating early literacy practices and adult learning.
6. Demonstrate a knowledge of youth and adult literature in all formats that contribute to a diverse and relevant collection of library material.
7. Mentor other staff in the branch in services to youth and adults.
8. Practice active listening by giving full attention to others, showing understanding, and responding appropriately.
9. Demonstrate professionalism in all verbal, written, and digital communication when interacting with colleagues, supervisors/management, and patrons.
10. Exhibit professionalism by respecting the decisions of supervisors/management and adhering to established policies and procedures.
11. Represent the Library positively and professionally by consistently communicating about the mission, services, and staff in a respectful and supportive way.

### **Duties**

General Duties:

1. Work collaboratively with branch leadership to ensure branch is running smoothly and Library mission and vision are being met.
2. Carry out duties in accordance with the Library's Code of Ethics.
3. Work cooperatively with Library staff in planning, developing and deploying new services and act as an advocate for youth and adult services.
4. Communicate early literacy and adult practices and principles to staff and patrons.
5. Participate in professional development and continuing education activities, including ongoing review of professional literature.
6. Attend meetings of Library staff as required.
7. Order department supplies.

8. Submit and review statistics for youth and adult services and ensure accuracy.
9. Evaluate services and programs and events to determine success and relevancy to the community.

**Supervisory:**

1. Ensure staff are meeting Library performance expectations.
2. Participate in the screening and interviewing process for new hires.
3. Assist with on-site training for new employees.
4. Manage routine tasks such as scheduling, time off request, timesheet approval.
5. Assist with interviewing and hiring process for youth and adult services staff. Complete staff evaluations and address areas of concern through necessary channels.
6. Serve as manager-on-duty as needed.

**Public Service Duties:**

1. Present, and evaluate services and programs for youth and adults.
2. Identify and engage skilled community partners to present programs and conduct outreach visits in the community.
3. Assist patrons in the use of library tools and resources.
4. Provide informational assistance to all patrons, including readers' advisory, and technology assistance.
5. Promote Library services through programs and events, merchandising, outreach visits, and community events and maintain relationships with community agencies.
6. Resolve patron service issues as needed.
7. Report routine building maintenance issues.

**Collection Maintenance Duties:**

1. Assist with the selection and weeding of materials according to Library policies.
2. Stay current on new materials by consulting a wide variety of reviewing sources and publishers' catalogs, and attending professional meetings.
3. Oversee/supervise the creation of displays.

**Skills**

1. Expertise in the area of infant, child, adolescent, and adult learning and development.
2. Expertise in youth and adult literature coupled with ability to match the patrons' interests.
3. Extensive knowledge of general library operations and library technology.
4. Ability to interact pleasantly and positively with patrons and staff.
5. Supervisory skills and experience.
6. Strong technology skills and ability to troubleshoot problems and a willingness to ask questions
7. Strong problem solving and critical thinking skills.
8. Excellent written and verbal communication skills.
9. Ability to lead a group in learning or performing an activity.

**Essential Physical Abilities** - Accomplished with or without reasonable accommodation.

1. Ability to stand for long periods of time.
2. Ability to lift and move materials and furnishings for room set up.
3. Ability to reach high or low to review materials on shelves and move through aisles.

4. Sufficient clarity of speech and hearing to communicate well with staff and patrons.
5. Sufficient vision to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form.
6. Sufficient personal mobility to attend meetings at various locations within the Library.

#### **Education and Experience**

1. Master's in Library Science required.
2. Experience working with youth and adults in a professional capacity required.
3. Two years of supervisory experience.
4. Two years of public library experience.

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.