

Supervisors – Library, Correspondence, and Related Information Workers

Supervisors of library, correspondence, and related information workers oversee the management, organization, and dissemination of information within an organization. They ensure accurate record-keeping, efficient workflow, and accessibility of information resources while supporting staff development and maintaining compliance with organizational standards.

Duties and Powers:

- Supervise and coordinate the work of library, correspondence, and information staff.
- Assign tasks, monitor workflow, and ensure deadlines and quality standards are met.
- Oversee the organization, cataloging, and maintenance of records, documents, and library resources.
- Review and approve correspondence, reports, and information materials prepared by staff.
- Develop and implement policies and procedures for information management.
- Provide training, guidance, and performance evaluations for team members.
- Ensure proper use of information systems, databases, and archival tools.
- Maintain compliance with confidentiality, legal, and organizational standards.
- Prepare reports on information management activities and staff performance.
- Recommend improvements to processes, resource accessibility, and overall information management.