

## LIBRARIAN

### DEFINITION

Under general supervision, develops and provides the full range of technical and/or direct library services to the community and performs a variety of professional librarian duties, including development of programs and services for target audiences, reference, collection development and management, and cataloging; identifies current community needs and projects future needs; takes initiative to assist in improving library services; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant City Librarian or other management staff. Exercises no direct supervision of staff. May provide technical and functional direction and training to lower-level staff.

### CLASS CHARACTERISTICS

This is the full journey-level classification in the professional Librarian series. Incumbents are expected to function independently with programs, projects, or technical assignments, provide training to other staff and volunteers, and lead projects and programs within their area of specialty. Incumbents are also expected to serve as “Librarian-in-Charge” for assigned shifts. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from library support and technical classes in that incumbents are required to possess a Master’s Degree in Library Science or substantially equivalent education and experience and to be capable of carrying out the full range of duties of a professional librarian. The class is further distinguished from the Assistant City Librarian series in that the latter has full management and supervisory authority over other employees, functional areas, and more than one library program.

### EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Develops, implements, and evaluates services and programs in a designated area such as Young Readers or Adult Services.
- Advises and assists library customers; demonstrates the use of library resources, tools, equipment, and electronic reference sources.
- Provides reference and readers advisory services to patrons.
- Performs special reading and research to remain abreast of current literature and professional trends.
- Performs bibliographic searches using both print and non-print sources.
- Performs outreach to the community, community organizations, and schools; informs community members and organizations about library services, programs, and collections.
- Prepares publicity and informational materials including displays and exhibits, flyers, posters, brochures, blogs, web pages, bibliographies, and webliographies.
- Organizes, maintains, and catalogs/indexes a variety of print and digital materials, including government documents, maps, and pamphlets.
- Performs original cataloging of print and non-print materials; maintains and updates catalog files.

- Reviews new publications and collection materials and selects materials and resources for acquisition or disposition as appropriate.
- Develops and implements a variety of library related activities including story hours, library tours, and instructional classes.
- Participates in collection development activities including materials selection and weeding, including sorting donated materials.
- Responds to suggestions, requests, or concerns from library users or community members.
- Participates in meetings, committees, or projects intended to enhance services or promote consistent policies and procedures across the department.
- Participates in annual budget preparation for assigned program area; prepares detailed cost estimates with appropriate justifications.
- Participates in professional meetings, workshops, and conferences and continuing education programs as appropriate.
- Maintains and trouble-shoots electronic and on-line resources.
- Represents the department at professional meetings as required.
- Compiles library activity reports and statistics.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, procedures, techniques, and materials of professional library work, including library reference, collection development, and other professional library services.
- Principles, techniques, and procedures in cataloging, indexing, classifying, and organizing library materials.
- Principles, practices and techniques of public relations, community outreach, and service promotion.
- Principles and techniques used in bibliographic research.
- General library materials selection standards.
- Library services and available resources.
- Techniques for promoting and publicizing library services, programs, and events.
- Recent technological, professional, and societal developments, current literature, and sources of information related to library services.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- Modern office practices and technology, including personal computer hardware and software applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

### **Ability to:**

- Perform professional library tasks as assigned including reference, readers advisory, program and service development, collection development, and cataloging.
- Use a computer and other technology, including software, hardware, and the Internet sufficient to be able to assist customers, conduct research, prepare reports, and use email and other communications technologies.

- Demonstrate initiative and sound judgment necessary to make responsible decisions as Librarian-In-Charge or in the absence of the department manager.
- Plan and conduct the activities and operations of a specialized library function.
- React tactfully and diplomatically during interactions with staff, the public, community groups, etc. while appropriately adhering to and enforcing sound library policies, procedures, and practices.
- Maintain a strong service orientation and a demonstrated dedication to quality customer service.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Operate modern office equipment including computer equipment and specialized library services software applications programs.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a Master's degree from an accredited college or university with major coursework in Library Science or a related field and two (2) years experience as a professional librarian.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Library and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

Required to work flexible schedules including evenings, weekends, and holidays.