

ASSISTANT CITY LIBRARIAN

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of professional, technical, and administrative staff and volunteers performing difficult and complex professional and technical support related to all programs and/or functional areas in the City Library, including identifying current and projecting future community needs, providing leadership to initiatives to improve upon library services, performing a variety of professional librarian duties such as development of programs and services for target audiences, reference and collection development and management, and/or cataloging; manages the effective use of library resources to improve organizational productivity and customer service; provides highly complex and responsible support to the City Librarian in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Librarian. Exercises direct or general supervision over professional, technical, and/or clerical staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in the Librarian series and is characterized by management responsibilities that span multiple functional areas and require specialized expertise. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from library support and technical classes in that it performs the most complex tasks, exercises significant independent judgment in accordance with professional library standards, and requires the possession of a Master's degree in Library Sciences. It also serves as the "second-in-command" to the department head. This class is further distinguished from the City Librarian in that the latter has overall responsibility for all library functions for the City, as well as implementing and interpreting public policy.

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.

- Manages, plans, and oversees the operation of multiple library programs and functional areas.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the assigned functions and programs; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of planning services, projects, and activities; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the City Librarian.
- Participates in the development and administration of and oversees assigned budgets; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies.

- Participates in selection, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and departmental needs.
- Directs, oversees, and develops the services related to the assigned function such as Adult and Technical Support; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates services, methods, and procedures; prepares various staff reports on operations and activities.
- Develops and maintains effective working relationships with colleagues, library support groups, volunteers, and vendors.
- Identifies and anticipates changing community needs or library best practices and develops plans, services, and programs to address these changes.
- Performs outreach to the community, community organizations, and schools; informs community members and organizations about library services, programs, and collections.
- Performs paraprofessional or professional Librarian duties.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures, as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in library services; researches emerging products and enhancements and their applicability to City and department needs.
- Assists the City Librarian in monitoring changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Develops and maintains library website content, including database pages.
- Assists the City Librarian with special projects.
- Acts for the City Librarian as needed.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division.
- Principles and practices of library policies, programs, program planning and implementation, systems development, and library operational trends and practices.
- Principles of library cataloging, collection development, and sources of reference work.
- Principles, practices, characteristics, and activities of library services and technology including, but not limited to integrated library database systems, the Internet, MARC tags, technology planning, technology vendor relations, requests for proposals, database licensing, and other applications of technology.
- The local community and its library needs.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching planning and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation.
- 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:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex, technical, and professional library services programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Contribute to the strategic and administrative leadership of the City Library.
- Prepare and administer departmental budgets.
- Demonstrate specialized experience or expertise in a relevant area such as digital library services, children's/youth services, or information technology.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- 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.
- Carry out public speaking assignments on behalf of the department.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- 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 and five (5) years of increasingly responsible, relevant work experience, preferably in a public library, including at least two (2) year of supervisory and/or managerial experience.

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.