

LIBRARIAN

DEFINITION

Under the general direction of the Director of Public Information, the Librarian is responsible for the overall coordination, and supervision of the library.

DISTINGUISHING CHARACTERISTICS

This is an administrative position receiving direction from the Director of Public Information. Work is generally performed independently under established policies, procedures and regulations, with considerable latitude for independent judgment and is subject to continuing review in progress and upon completion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Promotes library services by providing reference information to the public, in person and by telephone, where the exercise of judgment, knowledge, and interpretive skills may be required; assists the public in making effective use of available services; selects books, periodicals, audio-visual, and other materials for the library collection; prepares and presents book talks; prepares bibliographies and special exhibits; prepares promotional materials for newspapers and other media; maintains pamphlet, audio-visual, or other special collections; classifies and catalogues books, documents, serials, and other materials; maintains records and prepares reports; participates in budget preparation and administration; attends conferences, meetings, and seminars as liaison representative to various agencies; supervises staff and participates in selection, hiring, training and evaluating library staff; establishes and maintains library policies and procedures; gives presentations to community groups; may represent the library at City Council meetings or other civic gatherings; facilitates communication between community groups and City officials pertaining to community library needs; maintains membership in professional organizations and keeps abreast of events in the field of Library Science; routinely adheres to and maintains positive working relationships with management staff, co-workers, other employees and the public; operates a City vehicle and equipment in a safe and efficient manner; and performs related duties and responsibilities as required.

EMPLOYMENT STANDARDS

Training and Education – Master's degree in Library Science or closely related field and three years of professional librarian experience. Additional experience as a library branch manager may substitute for Master's degree in Library Science (MLS) on a year for year basis, up to three years. American Library Association accreditation is desired.

Knowledge, Skills & Abilities: **Knowledge of:** Budget preparation and administration; administrative planning; elements of personnel administration; basic facility management; principles of supervision and training; adult services or children's library; library classification and cataloging; reference methods, techniques and sources used in library work, including the library catalog, Reader's Guide and other basic reference sources; modern office procedures, methods and equipment, including computers and applicable software applications; principles of public relations.

Ability to: Assess and administer library service needs of a diverse population; supervise the work of professional, supervisory, and technical personnel; plan and schedule work assignments for subordinates; develop, implement and administer goals, objectives, and procedures while providing effective and efficient library services; perform professional tasks in the area of library collection development and circulation consistent with local needs; prepare and present comprehensive, clear, oral and written reports; read and interpret complex written materials; operate a variety of office equipment, including computers and applicable software applications; analyze the library collection; conduct basic research and recommend modifications; maintain accurate records and monitor budget accounts; interpret and apply Federal, State and local policies, procedures, laws and regulations; perform advance library reference services; understand and carry out oral and written instructions; establish and maintain effective relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.

Skill in: Dealing effectively with a variety of employees and the public at different organizational levels, using tact and discretion.

Licenses and Certificates - Must possess a valid Class "C" California's driver's license.

WORKING CONDITIONS

Work is performed in a library setting and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a library environment. Physical demands are light, consisting primarily of sitting, standing, walking, lifting and carrying moderately heavy boxes of books up to 25 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

APPROVED:


DIRECTOR OF HUMAN RESOURCES

DATE: June 12, 2006