



JOB DESCRIPTION

City Librarian

Date Prepared: January, 2018

SUMMARY: Under the general direction of the Director of Community Services, the Librarian is responsible for the overall coordination and supervision of the library; performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Promote 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.
- Supervise staff and participate in selection, hiring, training, and evaluating library staff.
- Assist the public in making effective use of available services.
- Select books, periodicals, audio-visuals, and other materials for the library collection.
- Prepare and present book talks.
- Prepare bibliographies and special exhibits.
- Develop promotional materials for newspapers and other media.
- Maintain pamphlets, audiovisuals, or other special collections.
- Classify and catalogue books, documents, serials, and other materials.
- Maintain records and prepare reports.
- Participate in budget preparation and administration.
- Attend conferences, meetings, and seminars as liaison representative to various agencies.
- Establish and maintain library policies and procedures.
- Perform duties of a Passport Agent.
- Conduct presentations to community groups.
- May represent the library at City Council meetings or other civic gatherings.
- Facilitate communication between community groups and City officials pertaining to community library needs.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Requires a Bachelor's degree in Library Science or a related field AND three years of recent public library experience, INCLUDING one year of supervisory experience.

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 databases, and other basic reference sources.
- Modern office procedures, methods and equipment, including computers and applicable software applications.
- Principles of public relations.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Assessing and administering library service needs of a diverse population.
- Supervising the work of professional, supervisory, and technical personnel.
- Planning and scheduling work assignments for subordinates.
- Developing, implementing, and administering goals, objectives, and procedures while providing effective and efficient library services.
- Performing professional tasks in the area of library collection development and circulation consistent with local needs.
- Preparing and presenting comprehensive, clear, oral, and written reports.
- Reading and interpreting complex written materials.
- Operating a variety of office equipment, including computers and applicable software applications.
- Analyzing the library collection.
- Conducting basic research and recommending modifications.
- Maintaining accurate records and monitor budget accounts.
- Interpreting and applying federal, state, and local policies, procedures, laws, and regulations.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

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 50 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.

Department Head

Date

Personnel Officer

Date