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SENIOR LIBRARIAN

DEFINITION

Under general supervision, provides technical and functional direction to other staff and performs a variety of professional duties involved in planning, coordinating, and implementing library services and programs; provides complex professional and technical library services to the community; provides information and assistance to the public; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned Library Services Supervisor. Exercises technical and function direction over and provides training to lower-level staff as assigned.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the Librarian series characterized by a greater degree of decision-making and functional and technical direction responsibilities over lower-level classes, and with program development, administrative, and day-to-day operational responsibilities. Responsibilities require comprehensive knowledge of the development and provision of library services, the ability to organize and oversee the work of staff and/or volunteers, and the ability to execute various administrative responsibilities with heavy emphasis on creating library programs and events. This class is distinguished from the Library Services Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in library services.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

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

- Provides technical and functional direction to assigned staff; reviews and controls quality of work; participates in performing complex library services.
- Plans, schedules, prioritizes, and assigns services, activities and programs in consultation with a Library Services Supervisor; communicates status of services, activities, and programs to appropriate staff, working cooperatively to schedule in accordance with established priorities; instructs staff in work procedures.
- Assists in the implementation of goals, objectives, policies, procedures, and work standards including recommending improvements.
- Oversees, plans, coordinates, and implements library services and programs; develops collections, including performing needs analysis; organizing and maintaining materials; evaluating, selecting, and purchasing new materials; and evaluating materials for discard; coordinates regular and special event programs and services.
- Coordinates and schedules computer classes; teaches classes, including developing and reviewing course materials.

- Determines and recommends supplies, materials, and staffing needs for programs and projects; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares reports of work performance and activities.
- Monitors the budget allocation and administration for assigned projects or programs; provides input into budget development, and administers program budgets after adoption.
- Accesses and retrieves information for library patrons and staff as requested; researches and responds to difficult or technical reference questions; interprets and applies library policies and procedures; refers questions to management as appropriate.
- Advises and assists library patrons in the use of library services and tools.
- Assists and participates in the evaluation, selection, acquisition, retention, discarding, or special handling of library materials.
- Trains staff on use of the automated cataloging system.
- Participates in the compiling of library activity reports and statistics.
- Acts as a liaison with other librarians in the community; attends professional meetings, workshops, and other conferences; participates on special committees; performs research to remain abreast of current library practices.
- Performs a wide variety of office work including preparing and maintaining of lists, reports, and other documents, compiling statistics and data of library activity, maintaining accurate and detailed records, verifying accuracy of information, researching discrepancies, recording information, and compiling and entering data.
- Prepares grant and special funding applications and reports; monitors and controls grant expenditures.
- Assists in opening and closing facilities.
- Monitors patron behavior and ensures positive and harmonious interaction and relationships amongst patrons and library staff; assists in the overall security of the library and its premises.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles of supervision and training, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices, and service delivery needs related to library services.
- Principles and practices of professional library work, including methods, practices, and techniques of library reference, technical services, and/or children's library services.
- Principles, techniques, and procedures in cataloging, indexing, classifying, bibliographic research, and organizing library materials.
- Recent developments, current literature, and sources of information related to library program planning and administration.
- General library materials selection standards.
- Applicable Federal, State, and local laws, codes, and regulations, including administrative and departmental policies and procedures.
- Modern office practices, methods, and computer equipment.
- Record keeping principles and procedures.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Plan, schedule, assign, and oversee activities of staff; train staff in work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in related projects, studies, and programs.
- Analyze, interpret, apply, and enforce applicable Federal, State, and local policies, procedures, laws, and regulations.
- Recommend and implement goals, objectives, and practices for providing effective and efficient library services programs.
- Coordinate, direct, and implement library services programs suited to meet the needs of the community.
- Plan and coordinate library programs, including preparing publicity materials.
- Identify problems, research, and analyze relevant information, develop and present recommendations, and justification for solution.
- Develop cost estimates for staff, supplies, and materials.
- Effectively conduct meetings and make presentations to various groups.
- Prepare clear and concise reports, correspondence, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- 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.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience, which 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 three (3) years of professional experience as a librarian.

Licenses and Certifications:

- Possession of a valid driver's license with a satisfactory driving record.

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 City 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 work areas 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 40 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.