



JULY 2016
FLSA: NON-EXEMPT

LIBRARIAN I/II

DEFINITION

Under general supervision, (Librarian I) or direction (Librarian II), performs a variety of professional librarian duties, including development of programs and services for target audiences, reference, collection development and management, and/or cataloging; identifies current community needs and projects future needs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Librarian I) or direction (Librarian II) from assigned management or supervisory staff. May provide technical and functional direction to assigned temporary staff and volunteers.

CLASS CHARACTERISTICS

Librarian I

This is the entry-level class in the Librarian classification series and is designed to provide incumbents with the experience and training necessary to plan, organize, and provide library program services at the journey-level with a minimum of supervision. Work may involve assignments in any library service area that requires the application of fundamental library science principles and practices including youth services, adult services, reference, collection development, or cataloging. Positions at the I level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

Librarian II

This is the full journey-level class within the Librarian classification series. Responsibilities include planning, coordinating, and implementing library services and programs for patrons, assisting and participating in the evaluation, selection, acquisition, retention, and special handling of various library materials. Incumbents are expected to function independently and exercise independent judgment, tact, and initiative. Employees in this classification provide supervision and training to part-time and temporary staff and volunteers, and lead projects and programs within assigned area of specialty. 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 Senior Librarian in that the latter is responsible for supervising assigned section and assigned staff.

Positions in the Librarian I/II class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level; progression to the II level is subject to management approval and is dependent on the incumbent (i) performing the full range of duties assigned to the II level, and (ii) acquiring the knowledge, skills and abilities necessary to meet the minimum qualifications for the II level of the series.

EXAMPLES OF TYPICAL 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.

- Provides assistance to and advises patrons, including children, young adults, adults, and senior citizens in the effective use of library collection, facilities, and services; demonstrates the use of library resources, tools, equipment, and electronic reference sources; assists with digital downloads.
- Participates in developing the collection for an assigned area of the library; reviews and analyzes collection use to identify materials to be ordered, replaced, or removed; recommends books, media, and materials for purchase based on community needs and awareness of various cultures and socioeconomic backgrounds.
- Answers readers' advisory and general reference questions by accessing a variety of print and non-print resources, including electronic resources; conducts effective reference interviews to assess and satisfy customer information needs.
- Performs outreach to the community, community organizations, and schools to inform them on library services, programs, and collections.
- Develops and implements a variety of library related activities and programs, including story hours, library tours, cultural and holiday programs, and instructional classes.
- Responds to suggestions, requests, or concerns from library users or community members.
- Participates in meetings, committees, or projects intended to enhance library services or promote consistent policies and procedures across the department.
- Performs special reading and research and participates in professional meetings, workshops, and conferences and continuing education programs, as appropriate to remain abreast of current literature and professional trends.
- Maintains and troubleshoots electronic and online resources.
- Compiles and drafts library activity reports and statistics.
- May perform original cataloging of print and non-print materials; maintains and updates catalog files.
- Performs other duties as assigned.

Librarian II: (in addition to the above)

- May plan, organize, assign, and direct the work of assigned staff and volunteers.
- Identifies and anticipates changing community needs and changes in technology or library best practices and develops plans, services, and programs to address these changes.
- Performs a variety of technical support related to the installation, operation, and maintenance of computer systems in the Library, including hardware, software applications, and computer programs; provides help desk support for Library staff; maintains, installs, and enhances software and hardware and peripherals.
- Participates in the evaluation and analysis of the Library's information systems needs and requirements; administers changes and adjustments to systems as needed.

QUALIFICATIONS

Knowledge of

- Principles, practices, procedures, techniques, and materials of professional library work, including library reference, collection development and management, 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.

- General library materials selection standards.
- Library services and available resources.
- Recent technological, professional, and societal developments, current literature, and sources of information related to library services.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- 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 management, and cataloging.
- Develop the collection for an assigned area of the Library by reviewing and analyzing collection use.
- Recommend books, media, and materials for purchase based on community needs and awareness of various cultures and socioeconomic backgrounds.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Learn and interpret, apply, explain, and ensure compliance with departmental policies and procedures.
- Deal tactfully with the customers and staff in providing information, answering questions, and providing customer service.
- Respond to and effectively prioritize a high volume of requests for service.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Librarian II (in addition to the above)

Knowledge of

- Basic principles of supervision and training.
- The organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Departmental policies and procedures.
- Community demographics as it relates to the use of library services.
- Current technology and library best practices.
- Principles, techniques, and procedures of computer administration for library system applications.
- Principles, methods, and techniques used in designing, troubleshooting, maintaining, and operating automated library systems and computers in a domain environment.

Ability to

- Plan, organize, assign, and direct the work of assigned staff and volunteers.
- Inspect the work of staff and maintain established quality control standards; train staff in proper work procedures.
- Identify and implement effective course of action to complete assigned work.
- Develop plans, services, and programs to meet changing community needs and ensure programs are consistent with library best practices, and optimize the use of technology.
- Analyze and define user problems and requirements and develop efficient, cost-effective computer application solutions.
- Analyze system requirements and problems and recommend new or modified equipment or programs to meet department requirements.
- Effectively communicate technology-related issues and concepts with various users.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.

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:

- Librarian I: No experience required.
- Librarian II: Two (2) years of experience as a professional librarian.
- Librarian I and II: Equivalent to a Master's degree from an accredited college or university with major coursework in library science, information science, or a related field.
- Licenses and Certifications – none

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently 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 frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift and carry materials and objects up to 25 pounds and push and pull materials and objects up to 75 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate 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.