SENIOR LIBRARIAN

Definition:

Under general supervision plans, supervises and participates in the operations of a large branch or a major section of the Library, performs the more difficult and responsible professional library work and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the class include the following:

Schedules, coordinates and assigns work at a branch library or the reference section of the Main Library.

Assists in the selection, supervision, training and evaluation of staff as assigned.

Oversees inter-library loan and periodical services.

Approves the selection and maintenance of print and non print material for a branch or the Main Library.

Approves or performs the more difficult library assignments including selection of books and periodicals, preparation of bibliographies and development of promotional releases and programs.

Provides reader advisory and reference services.

Coordinates the addition, deletion and renewal of reference books and materials.

Attends professional meetings and conferences and reports upon trends and developments.

Represents the Library at meetings of community groups and makes oral and written presentations.

Recommends improvements in operating practices and services within assigned areas.

Participates as a member of the Library Management Team.

Prepares and monitors budgetary expenditures for a library sub program.

Maintains records and prepares comprehensive and statistical reports.

Plans, conducts and participates in library programs and special events as assigned.

Assists in maintaining the library in a quiet, safe and orderly condition.

Opens and/or closes and secures the library/library facilities as assigned.

Operates a personal computer and uses applicable software.

Lifts and moves boxes of books and related items weighing 30 pounds or less.

If assigned to the Hunt Branch, manages the site including the monitoring of maintenance/custodial needs; coordinates exhibits and displays; plans and implements outreach activities and acts as a liaison with schools to promote an interest in library activities.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

May push/pull a loaded book cart.

Class Characteristics:

Senior Librarian is a multi-incumbent, supervisory position in the Library with responsibility for a major library function or work section. Incumbents perform tasks which require specialized knowledge of professional librarianship principles and concepts. Incumbents work under limited supervision and exercise substantial judgment and initiative.

Contacts and Relationships:

A Senior Librarian establishes and maintains contact with staff in the Library. Additional contact will occur with the public/library patrons and representatives of other libraries and may occur with publishers and vendors.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Reader interest levels and types of books and authors.

Library organization, policies/procedures, methods, functions, practices, principles and terminology.

Reference and reader advisory services.

Materials selection and collection development standards and practices.

Effective supervisory techniques.

Budgeting methods and procedures.

Book industry markets, publishing trends and promotional practices.

Published materials in a variety of field and formats.

English usage, spelling, grammar and punctuation.

Customer service techniques.

Computer applications related to area assigned.

AND

Ability to:

Perform responsible supervisory and library duties with limited supervision.

Train and assist in the evaluation of assigned staff.

Plan, schedule and supervise the work of assigned staff.

Promote community/school interest in library programs and services.

Communicate effectively orally and in writing and prepare and present materials to various audiences.

Interpret, apply and explain rules, regulations, policies and procedures.

Administer assigned budgetary accounts, maintain records and prepare reports.

Establish and maintain effective relationships with those contacted in the course of work.

Understand and carry out oral and written instructions and use independent judgment and initiative.

Operate a personal computer and use applicable software.

Meet the public with courtesy and tact.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Bachelors Degree in any major and a Masters Degree in Library Science from an accredited college or university.

AND

Experience:

Three years of progressively responsible professional librarianship experience to include some lead or supervisory experience.

Special Requirements Include:

A valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule including weekends and evenings to accommodate City needs.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office and library/public counter environment. An incumbent uses a computer, keyboard and related equipment, sits, stands, walks, kneels, crouches, twists, reaches, bends, uses a step stool, grasps, lifts and moves boxes of books, library equipment, supplies and related items weighing 30 pounds or less and may drive a vehicle on City business. An incumbent will be exposed to book dust and may push and/or pull a loaded book cart. An incumbent must be able to meet the physical requirements of the series and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt - Professional.

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