



SENIOR LIBRARIAN

AGENCY/DEPARTMENT:
Community Services/Library

Approved By HR Director: *Linda Matthews*
Date Approved: 8/11/06
Date of Last Revision:

Reports to: Supervising Librarian
Supervises: Various

JOB SUMMARY: Under general supervision, supervises staff and volunteers within a library section; coordinates and monitors activities within the section; plans and presents library programs and exhibits; performs varied and complex professional library functions pertaining to the maintenance, selection and organization of library reading materials; provides professional level reference assistance; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is characterized by its responsibility for providing advanced reference services and day-to-day supervision of an assigned library section. It is distinguished from Supervising Librarian by the latter's responsibility for a major unit within the library. It is distinguished from Librarian by the latter's primary role of providing reference assistance, reader's advisory assistance, and developing and implementing basic library programs.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Provides specialized reference assistance requiring knowledge of library collection and reference materials.
2. Compiles bibliographies of library materials.
3. Makes oral demonstrations utilizing multi-media equipment and on-line resources; conducts library orientations and training classes; assists in assembling and arranging displays and exhibits.
4. Researches catalog files and reference materials in response to requests on a range of topics.
5. Selects, orders and classifies new books and materials; makes determinations concerning the binding, replacement, and withdrawing of materials.
6. Develops and implements programs and services; markets programs and produces promotional materials; makes related presentations.
7. Trains support staff and responds to technical questions regarding professional protocol and department policies and procedures.
8. Conducts fund monitoring and analysis; prepares reports and records for assigned section.
9. Supervises and provides instruction and otherwise assists in the scheduling and training of other library personnel and volunteers within assigned section; reviews and evaluates employee performance.
10. Stays informed regarding trends in the library science profession by attending in-service training, attending appropriate conferences and seminars, and reading professional literature.
11. Attends meetings and other functions; represents the library at professional committee meetings; provides information and participates in discussions regarding library activities.
12. May act as library supervisor in the absence of the Supervising Librarian.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

EDUCATION: Equivalent to a master's degree from an accredited college or university in Library Science or a closely related field.

EXPERIENCE: Three years performing professional librarian work.

KNOWLEDGE OF:

- Principles and practices of professional library operations.
- Marketing and public relations practices.
- Supervisory principles and techniques.
- Computer programs, library on-line catalogs, their operations, functions and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Customer service methods and communication techniques.
- Principles and practices of supervision, training, and administration.

ABILITY TO:

- Use various library tools and media resources.
- Utilize internet and catalog system applications.
- Create library programs.
- Conduct research and collect information.
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Exercise sound judgment and make decisions with confidence.
- Make mathematical and statistical computations resulting in appropriate determinations.
- Plan, organize and prioritize work.
- Lead, motivate and train staff.
- Plan, establish, implement, and evaluate department goals and objectives.
- Operate a personal computer to utilize word processing, spreadsheet, Internet, and other relevant system applications.
- Deliver quality customer service; ensure professional work standards are met.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain, and foster positive, harmonious and effective working relationships

LICENSES:

- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment.

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

- Ability to work nights and weekends.

DESIRABLE:

- Working knowledge of Microsoft Office.

FLSA Exemption Status: Non-exempt

Employee Unit: # 5, Technical/Professional Services

Job Family: Library - Professional

Class Progression:

- Library Assistant
- Senior Library Assistant
- Librarian
- Senior Librarian
- Supervising Librarian