

LIBRARIANDEFINITION

Under direction, performs experienced entry-level professional library duties, specializing in adult services, children's services or extension services. In lead assignment capacity, assumes responsibility for day-to-day operation of main library section or small branch.

Depending On Assignment, Essential Functions Include, But Are Not Limited To:

YOUTH SERVICES: Under direction, provides direct assistance to library patrons, including children, teenagers and parents in the effective use of library collections and services. Answers readers' advisory and reference questions. Participates in collection development and management to meet the needs of youth in the community. Prepares, conducts and promotes a wide variety of programs for children, teenagers, parents and teachers. Instructs youth in the use of electronic resources such as CD-Roms, the Internet and the online catalog. Conducts library tours. Visits schools and community organizations to encourage library and learning center use and establish ongoing partnerships. Collects and organizes data. Writes reports. May functionally supervise and train support staff and volunteers and/or may oversee a library unit in supervisor's absence.

ADULT SERVICES: Under direction, provides responsive quality service by assisting library patrons in the effective use of collections, facilities and services. Answers reference questions and compiles bibliographies by accessing a wide range of in-depth information sources, including electronic resources. Instructs patrons in the use of reference sources such as online catalogs, CD-Rom, indexes and reading guides; conducts library tours and computer workshops. Responsible for the content of the Library's website and the intranet. Develops and maintains specialized reference services and adult collections by recommending selection and weeding of materials. Plans and implements programs and outreach activities for high school students to increase student use of library resources. Collects/analyzes data and writes special reports. May provide functional supervision of support staff. Performs other functions as required.

DISTINGUISHING FEATURES OF THE CLASS

Positions in this class differ from those in the class of Assistant Librarian in the scope and complexity of duties performed, which require independent judgment, interpretation of rules and procedures, planning and analysis of library programs, utilizing knowledge of specialized subject field and library/information management theory. Duties are carried out with a high degree of independence, and may involve responsibility for lead supervision of staff.

RECOMMENDED MINIMUM QUALIFICATIONS

Graduation from an accredited college with a Master's degree in Library Science and some experience in professional library work which provide the following knowledge, skills and abilities:

Knowledge of: professional principles, practices, methods and materials of a modern public library system, including collection selection, acquisition, development and management; reference materials and methods; principles and techniques of classifying and cataloging; principles of library automation and computerization. Some knowledge of principles and methods of management, supervision, training and public relations.

Ability to: perform complex professional library duties, using independent judgment; communicate clearly and concisely, both orally and in writing; analyze data and write effective reports; provide effective lead supervision and direct/train support staff and volunteers; plan, organize and conduct effective library programs to meet the needs of patrons in a multi cultural and multi lingual community; establish effective working relationships with patrons, volunteers and library staff.

NOTE: Must be willing and able to work evenings, holidays and weekends on a rotational basis; additionally, must possess and retain a valid CA. driver's license as a condition of continued employment.

**If assigned to Youth Services:**

Knowledge of: children's and young adult literature and current reading trends; some knowledge of child/adolescent psychology and development.

Skill in: working with children, parents, teenagers, and teachers; writing reports; preparing and delivering oral presentations; creating effective bulletin boards, displays, fliers and bibliographies. Skill in the use of electronic resources such as an on-line catalog system and/or the Internet is highly desirable.

Ability to: work effectively with school district personnel, grades K-12.

**If assigned to Adult Services:**

Knowledge of: Principles and techniques of reference research used to locate specific topics in a wide variety of complex subject areas; selection, organization and use of specialized reference materials and official government publications.

Ability to: answer a wide variety of difficult reference questions. Ability to conduct on-line information searches using electronic resources is highly desirable.

**CHARACTERISTICS OF SUCCESSFUL PERFORMERS**

Successful performers enjoy working with a multi-lingual population and effectively communicate with patrons from a wide variety of cultural and economic backgrounds. They possess a strong "customer first" commitment and are quick to identify and respond to patron needs. Enthusiastic about providing quality library services, successful performers maintain an approachable, tactful, patient demeanor in a highly demanding environment. They are well organized and detail-oriented, and effectively prioritize patron needs within operational workflow.

Class title change from Librarian I per Council Resolution No. 2000-039  
effective 7-1-00

Class specification revised and approved 1-90

Revised: 02/08