

SENIOR LIBRARIANDEFINITION

Under direction, performs advanced professional library duties and may be assigned to supervise professional and paraprofessional staff in a library work unit.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

Assists library users at all age groups in the effective use of library collections, facilities and services. Mentors and trains other professional and subprofessional staff and may be assigned to schedule, direct, supervise and evaluate their performance. Collaborates in the formulation and attainment of work unit goals and objectives. Develops and implements or directs the implementation of a variety of programs for patrons of all ages in a culturally diverse community. Assists in budget development and monitors expenditures for work unit. Provide instruction to staff and patrons in the use of print and electronic resources such as online catalogs, Internet, CD-ROMS, and indices. Answer readers' advisory and reference questions and compile bibliographies by accessing a wide range of information sources, including electronic resources. Actively participate in collaborative networks. Establish and maintain partnerships with schools and community organizations to encourage Library and Learning Center use. Using a variety of professional tools and use patron data, develop and maintain specialized reference and circulating collections based upon community needs. Evaluate, select, order, and discard materials and monitor library materials budget for assigned subject area(s). Collect, organize, and analyze data. Write complex reports and grant proposals. May supervise clerical, paraprofessional or part-time professional staff; may train and provide functional supervision of professional staff in the absence of a Supervising Librarian. Participate cooperatively in work team activities and perform other related tasks as required.

DISTINGUISHING FEATURES OF THE CLASS

Positions in this class differ primarily from those in the class of Librarian in the complexity of tasks, leadership role, and level of responsibility. Positions are filled by merited advancement from the class of Librarian, and the work is normally performed without immediate supervision. Positions in this class may provide functional supervision of professional staff and paraprofessional staff on occasion, but this is primarily the responsibility of the Supervising Librarian, which is the next higher classification in the career ladder.

MINIMUM (BASIC) QUALIFICATIONS

Possession of a Master's degree in Library/Information Science from an American Library Association accredited program or recognized equivalent library degree. Minimum of three years increasingly responsible experience as a Librarian for the City of Santa Ana and demonstration of the characteristics of a successful performer.

Senior Librarian
Page 2 of 3

SPECIAL REQUIREMENTS

Must be able to lift objects weighing up to 25 pounds and may be required to stand, bend forward, and reach overhead for sustained periods. Must be willing and able to work evenings, split shifts, occasional holidays, and weekends on a rotational or as needed basis. If vacancy is in the Bookmobile unit, must be able to ascend and descend stairs in order to enter and exit the bookmobile and must be able to work in limited space. May be required to drive a bookmobile and/or work alone in the field.

DESIRABLE KNOWLEDGE AND ABILITIES

Knowledge of: local community and its needs; world culture and current trends; professional principles, practice, methods, and material of an automated public library system, including materials selection, acquisition, development, and management; classification and cataloging; principles and techniques of reference work; and principles/methods of supervision, coaching, training, and public relations.

Ability to: perform increasingly complex professional library duties using independent judgment; communicate clearly, effectively, and concisely, both verbally and in writing; analyze data and write reports; provide functional supervision; direct and train staff and volunteers; originate, plan, organize and conduct library programs; establish effective working relationships with patrons, volunteers, staff and community; use electronic resources including on-line catalog system and the Internet.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers seek opportunities to expand and improve services, display leadership, and assume a high, and independent level of responsibility. They demonstrate excellent communication skills and enjoy working with multilingual library users from various cultural and socioeconomic backgrounds. They possess a strong “customer first” commitment and are quick to identify and respond to patron needs. They are enthusiastic about providing quality library services and maintain an approachable, tactful, and patient demeanor in a highly demanding environment. They are well organized, detail oriented, flexible, and willing to undertake new tasks. They encourage working in a team environment for problem solving and continuous process improvements.

Class title established per Council Resolution No. 2000-039
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