



JULY 2016
FLSA: EXEMPT

SENIOR LIBRARIAN

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff and volunteers performing difficult and complex professional and technical support related to all programs and activities of functional area(s) in the Library; identifies current and future projects and community needs; provides leadership to initiatives to improve upon library services; manages the effective use of the library resources to improve organizational productivity and customer service; provides responsible support to the Assistant Library Services Director and Library Services Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Library Services Director or Library Services Director. Exercises direct supervision over professional, technical, and/or clerical staff.

CLASS CHARACTERISTICS

This is the supervisory-level class in the librarian classification series. Incumbents are responsible for supervising programs, services, and staff for assigned division in the Library, including technical services and/or adult and youth services. Incumbents are also expected to independently perform the full range of all functions of the assigned division. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making. The incumbent organizes and oversees day-to-day activities and operations of assigned division. Successful performance of the work requires an extensive background as a professional librarian, as well as skill in coordinating work with other City divisions and departments. This class is distinguished from the Assistant Library Services Director in that the latter has oversight for all library programs, functions and activities, as well as implementing and interpreting public policy and serving as “second-in-command” to the department head.

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.

- Plans, organizes, assigns, supervises, and reviews the work of staff and volunteers assigned to a division in the Library, including technical services and/or youth and adult services; trains staff and volunteers in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Monitors activities of assigned library services division; recommends improvements and modifications and prepares various reports on activities, programs and projects; recommends and assists in the implementation of goals and objectives; implements policies and procedures.
- Determines and recommends staffing needs for assigned activities and programs; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Identifies and anticipates changing community needs and changes in technology or library best practices and develops plans, services, and programs to address these changes.

- Leads meetings, committees, or projects intended to enhance services or promote consistent policies and procedures across the department.
- Oversees and participates in providing 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.
- Supervises the development of the collection for an assigned area of the library; reviews and analyzes collection use to identify items 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.
- Supervises the day-to-day activities of the technical services function including processing acquisitions and mending damaged materials; performs original cataloging of print and non-print materials; maintains and updates catalog files.
- 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; responds to suggestions, requests, or concerns from library users or community members.
- Develops and implements a variety of library related activities and programs, including story hours, library tours, cultural and holiday programs, and instructional classes.
- Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to programs, policies and procedures, as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in library services; researches emerging products and enhancements and their applicability to City and department needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of

- Administrative principles and practices, including goal setting, program development, implementation and evaluation and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices, procedures, techniques, and materials of professional library work, including library reference, collection development and management for adults, teens, and/or children, and other professional library programs and 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.
- The organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Community demographics as it relates to the use of Library services.

- Current technology and library best practices.
- Applicable federal, state and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Organization and management practices as applied to the development, analysis and evaluation of programs, policies, and operational needs of the assigned division.
- Practices of researching, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Recent technological, professional and societal developments, current literature, and sources of information related to library services.
- Methods and techniques of effective technical report preparation and presentation.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, and educational organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex, technical, and professional library services programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies or methods.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Develop plans, services, and programs to meet changing community needs and ensure that programs are consistent with best practices and optimize the use of technology.
- Interpret, apply, explain and ensure compliance with federal, state and local policies, procedures, laws and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups and various businesses, professional, and educational organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; 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.

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:

- Equivalent to a master's degree from an accredited college or university with major coursework in library science, information science, or a related field.
- Five (5) years of experience as a professional librarian.

LICENSES AND CERTIFICATIONS

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to visit various City and meeting sites; 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.