

LIBRARIAN 1 - 2 SERIES

CLASS DESCRIPTION

General Responsibilities:

This is responsible professional library work. Employees may be assigned to a variety of library programs, services and functions necessitating judgment and discretion in their development and implementation. Employees may lead and/or coordinate subordinates as assigned. Work is performed under the general supervision of a Library Supervisor. This series is structured to provide advancement from Librarian 1 to Librarian 2 (consistent with bargaining agreement provisions).

Librarian 1

This is the entry level of the professional librarian career progression series. This work is initially characterized by more structured assignments, and/or is more closely reviewed, until the employee gains requisite operational skills and program familiarity.

Librarian 2

This is the objective level of the professional librarian career progression series. This work is characterized by independent judgment and discretion in completing diverse professional activities.

Examples of Duties and Responsibilities:

Librarian 1

Provide leadership and coordination in all aspects of branch library operations. Provide for the safe and efficient operation of a branch facility. Help to prioritize and monitor staff work activities consistent with established objectives. Participate in staff training. Participate in the scheduling of employees and volunteers. Provide routine troubleshooting and report equipment and facility problems.

Actively participate in the development and maintenance of library collections. Evaluate collections and exercise professional judgment in recommending and/or purchasing library materials; and/or in removing outdated or unwanted materials. Analyze collection/customer usage data to maintain awareness of collection relevance to customer needs, and recommend changes as appropriate. Utilize the automated acquisition module for ordering and recordkeeping. Oversee acquisitions budgets for assigned collections.

Provide professional library reference information in response to customer inquiries (in-person, by phone, FAX, or Internet). Interview customers to identify the nature of desired information. Utilize the Internet, electronic databases, professional knowledge of the library collection(s), and/or other sources to meet or anticipate customer needs. Provide instruction and consultation to customers on the use of the full range of library resources. Provide reference and readers advisory for both informational and recreational needs.

Participate in the professional development, promotion and implementation of library programming (e.g., technology related training, youth programming, library tours, homebound/handicapped services, etc.).

Help to identify and respond to the service area community needs. Work to identify unserved or under served persons in the service area community. Assist in planning and implementing outreach services in response to recognized community needs. Assist in conducting focus groups and customer needs assessments and strategic planning. Provide for related effective communication at all levels.

Participate in collaboration with other library and community organizations and groups, as well as with other City and governmental agencies, to promote use of library resources and meet the community's needs for services.

Perform professional and administrative tasks associated with interlibrary loan activities.

Perform professional tasks related to the organization, inventory and retrieval of library resources within a shared automated environment. Respond to community needs by providing professional cataloging, classification and authority control for LINKcat system materials. Monitor and maintain the integrity of the bibliographic database. Respond to staff and community needs by expanding and improving access to information and resources. Consult with system libraries in the cataloging and processing of their collections. Provide shared leadership in the testing, migration, implementation, training and troubleshooting of both existing and emerging system modules.

Develop, promote and present traditional and informal programming for children and young teens, and for adults interested in children. Assist in assessing programming needs and in developing programs. Design, coordinate and perform outreach activities to schools, community centers and the like. Coordinate activities with Youth Services Department; collaborate with outside agencies and organizations on various projects and programs.

Participate on various library development project teams and various committee activities to evaluate and improve library policies, procedures, programs and services in alignment with the values and goals expressed in the library's mission and service philosophy.

Design and maintain the library's web page. Coordinate and communicate with staff on content, links, and updates for the web page. Provide technological consultation and training to library staff as required. Implement procedures established by LINK/SCLS in order to ensure the security and integrity of library networks.

Utilize relevant personal computer technology and peripherals in a Windows environment. Utilize file management and shared databases, word processing, E-mail, spreadsheets, etc. Perform basic hardware and peripheral troubleshooting, and report problems as required.

Participate in circulation and other activities and services as necessary.

Perform related work as assigned.

Librarian 2

Perform all work of a Librarian 1, typically with a higher degree of autonomy and/or developed expertise (as a function of experience).

Perform related work as assigned.

QUALIFICATIONS

Knowledges, Skills and Abilities:

Thorough knowledge of library science theories, principles, practices, and terminology applicable to a public library. Working knowledge of automated and manual library systems. Working knowledge of professional library reference and collection development strategies and resources. Working knowledge of relevant personal computer technology and its effective application. Ability to provide professional expertise in the development, promotion and implementation of library programs and services. Ability to model exceptional customer service skills, including exhibiting respect and sensitivity to a diverse clientele. Ability to communicate effectively both orally and in writing. Ability to develop and maintain effective working relationships. Ability to maintain a positive and flexible approach to changing needs within the community and to a changing information environment. Ability to coordinate library program activities and staff within prescribed parameters. Physical strength, dexterity and acuity in locating, lifting and shelving library materials (of varying formats and weights). Ability to maintain adequate attendance.

Training and Experience:

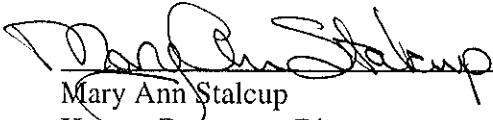
Librarian 1

Graduation from an accredited library school with a master's degree in library or information science. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledges, skills and abilities necessary to perform the duties of this position will also be considered.

Librarian 2

Experience requirements for progression from Librarian 1 to Librarian 2 are specified by contractual agreement.

Class	Department/Division	Comp. Group	Range
Librarian 1	Public Library	33	01
Librarian 2	Public Library	33	02

Approved:  6-29-00
 Mary Ann Stalcup Date
 Human Resources Director