

## Librarian

***Purpose of the role:***

Under direction, performs a full range of a variety of professional librarian duties in providing responsible support to an assigned service area of the Library; performs public and technical services duties related to area of assignment; may assume responsibility for overseeing the day-to-day activities of a specific program or service area; and performs related duties as assigned.

***Distinguishing Characteristics:***

This is the journey-level Librarian class providing professional services and expert assistance to patrons in a section of the Library. Initially under closer supervision, incumbents in this class perform a range of professional librarian duties while learning City and Library policies, procedures, and specific techniques related to area of assignment. As experience is gained, assignments gradually become more diversified and are performed under more general supervision and direction; incumbents are involved in more complex services and tasks requiring a more thorough grasp of reference sources and research techniques.

The Librarian is distinguished from Library Services Supervisor in that incumbents in the Library Services Supervisor class are responsible for directing the activities of a library section, with at least 50 percent of the Library Services Supervisor's work time being spent performing supervisory functions.

***The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.***

***Essential Duties and Responsibilities:***

- Provides general reference assistance, reader's advisory service, and user instruction to patrons; assists patrons with reference questions and selection of books, periodicals and other print and non-print materials; orients patrons to library procedures and practices and specialized information sources, specialized library material collections, and similar services; instructs patrons in use of print and on-line resources; advises patrons and answers reference questions involving specialized subject knowledge and special collections.
- Participates in collection development and management activities; participates in selection of both book and non-book materials for assigned collections; analyzes, determines needs, selects, and purges library collections in assigned specific subject fields; acts as a subject specialist in assigned field(s); oversees maintenance of special collections; creates and maintains databases and indices.

- Performs professional cataloging, both original and copy cataloging, of library materials using standard cataloging tools in an on-line environment; ensures patrons and staff can find materials using a variety of access points according to standards of bibliographic description and coding; ensures that records in online databases properly identify and describe materials.
- May supervise the maintenance, operation, and administration of a variety of computer systems and on-line services related to the provision of library services; assists in administering the Library's integrated library system, and other library databases; troubleshoots network/PC/integrated library system, other library equipment, and online subscriptions for public services; oversees personal computer ordering and deployment for the library.
- Assists in, or may be responsible for, library projects and programs including supervision of assigned library staff or volunteers; provides training and assistance in reference, cataloging, and other library methods for non-professional employees and volunteers.
- Provides public programs including classes, story times, and tours; plans, schedules, and conducts programming including patron tours and library instruction classes.
- Participates in exhibit design; plans, researches, develops, and executes exhibits for assigned areas.
- Participates in developing marketing strategies to promote the library and library collections; participates in outreach activities and cooperative ventures.
- Maintains current knowledge of new trends and innovations in the field of library science and information technology; reviews professional literature; attends and participates in meetings, seminars and workshops of professional peers and associations; participates in professional development activities.
- Performs related duties as required.

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

***Desired  
Minimum  
Qualifications:***

Knowledge of:

- Modern library operations, methods and practices.
- Principles and practices of library science.
- Cataloging and classification systems.
- Collection development, evaluation, and management principles and practices including materials selection techniques.
- Reference sources and methods and other information-acquisition methods including general and specialized reference materials, bibliographic sources, on-line databases, and the field of book publishing.
- Patron advisory methods and practices.
- Modern office and library tools and equipment including computer equipment and automated library information systems and tools.
- Current developments in librarianship and the delivery of library services.

- Basic supervisory practices and procedures including training techniques and practices.
- Application of technology related to library management and services.
- Principles of business letter writing and basic report preparation.
- Principles and practices of effective customer service.

Ability to:

- Assess patron needs and available resources and direct patrons to appropriate materials.
- Interpret library policies, resources, and services to the public.
- Plan and implement specialized programs.
- Classify and catalog a wide range of library materials in all formats using manual and computerized procedures.
- Supervise, coordinate, schedule, train, and evaluate assigned staff and volunteers may be required for some assignments.
- Analyze, assess, and address community needs related to area of assignment and recommend plans for modifying or extending library services.
- Operate modern office equipment including computer equipment related to library automation.
- Prepare effective programming, public relations and publicity materials.
- Work irregular hours including nights and/or weekends.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

**Competencies:**

- Effective Communicator
- Customer-Focused
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

A Master's degree from an accredited college or university with major course work in library science.

**Education and  
Experience  
Guidelines:**

**Experience:**

Two years of experience in a library. Prior professional Librarian experience is preferred.

**Licenses; Certificates; Special Requirements:**

A valid class C California driver's license is required.

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

***Physical and  
Environmental  
Conditions:***

**Physical:** Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; lift, drag, and push/pull files, paper, books, and documents and material weighing up to 25 pounds; reach for and lift books repetitively; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

**Environment:** Standard office setting; regular interaction with City staff and patrons; may involve evening and/or weekend hours.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.*

Date Adopted: 7/5/03

Date Revised: