Librarian II

**Purpose of the role:**
Under direction, performs a full range of professional librarian duties including collection development and programming, and escalated customer service in the absence of a supervisor. Duties also include organizing the operation of a smaller branch facility, including managing facility needs, requesting facilities support for repair or replacement of damaged items; conducting outreach visits to community-based organizations or neighborhoods adjacent to the facility where the position is based, oversight of the day-to-day activities of a specific program or service area; and related duties as assigned.

**Distinguishing Characteristics:**
The Librarian II classification provides professional services and assistance to external and internal customers of the Library. Responsibilities include all responsibilities characterizing the Librarian I position, as well as escalated customer service and facility management.

The Librarian II is distinguished from the Librarian I in that the incumbent in the Librarian II position is responsible for ongoing facility management, providing facility oversight and provision of administrative assistance in areas of concern not expected of the Librarian I classification. These areas may include oversight of digital assets, data analysis, ensuring building safety and security daily, scheduling and deployment of Library staff, and authoritative implementation of Library policies and procedures at a branch library location.

**Essential Duties and Responsibilities:**
The following duties are typical for this classification. Incumbents may not perform all 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.

- Assists Library management with planning, organizing and performing assigned department, office or program area responsibilities, including making recommendations regarding such areas as staffing, facilities, equipment, productivity and policy or procedures.
- Provides general reference assistance, reader’s advisory service, and user instruction to patrons; assists patrons with reference questions and selection of 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 non-print resources; advises patrons and answers reference questions involving specialized subject knowledge.

- Coordinates the operations of a Library branch with Library supervisory staff. Responsibilities include handling maintenance requests, immediate, advanced customer service interactions requiring second-level intervention, assessing building safety and security, working with supervisory staff to satisfy Library Branch staffing requirements.

- 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.

- Provides reference and information services to the public, participates in outreach with an emphasis on reaching the community-based organizations in the service area surrounding the branch location.

- Identifies, develops and delivers instructional programming to both external and internal customers; coordinates the marketing and promotion of print materials and digital content subscriptions.

- 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 to successfully perform the assigned duties.

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.

Desired Minimum Qualifications:
- Principles of business letter writing and basic report preparation.
- Principles and practices of effective customer service.

**Ability to:**

- Assist Division Managers with planning, organizing, performing, and evaluating work assignments with initiative and judgment, independently or with minimal supervision.
- Establish and maintain effective and productive working relationships with co-workers and the public.
- Assess patron needs and available resources and direct patrons to appropriate materials.
- Analyze complex data sets and provide funding and acquisitions recommendations based upon these data.
- Interpret library policies, resources, and services to the public.
- Plan and implement specialized programs.
- Implement and coordinate access to digital resources.
- Maintain a user-focused, helpful, and collaborative style of interaction in the performance of all job duties and in communication with all levels and types of staff and partners.
- Establishes and maintains active and clear communication with administrators, staff, community-based organizations and other stakeholders.
- Classify and catalog a wide range of library materials in all formats using manual and computerized procedures.
- Supervise, coordinate, schedule, train, and provide assistance in the evaluation of 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
- Politically Astute

*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 and Experience Guidelines:

**Education:**
A Master’s degree from an accredited college or university with major course work in library science.

**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; will 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.

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