

LIBRARIAN II

DEFINITION

Under general supervision, performs a variety of journey level professional library functions. Manages a medium size branch library or major work unit and supervises library professional, paraprofessional and library support staff. Performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the entry-level management class in the Librarian series. Positions in this class typically perform a full range of professional library work and manage a medium size branch library or major program requiring the supervision of subordinate position(s).

Librarian II generally distinguished from the next higher class of Librarian III by the latter's management of a larger branch or work unit plus the management of a system-wide function such as a bookmobile or second level reference.

Librarian II is generally distinguished from the next lower class of Librarian I in that the former has the responsibility for the management of a small branch or major program which includes the supervision of one or more library support staff, while the latter is the professional level classification, performing professional duties which includes supervision of other staff.

Librarian II incumbents are typically assigned to one of the following:

1. Performance at journey level professional library duties in a branch library, including supervision of one or more professional or paraprofessional staff.
2. Performance of journey level professional library duties at County Library Administrative offices, including supervision of one or more paraprofessional staff.
3. Performance at journey level professional library duties in a Literacy Program center, including supervision of one or more paraprofessional staff.

EXAMPLES OF DUTIES

Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time.

1. Manages a medium size branch or major work unit. Oversees branch or work unit facilities, library materials and equipment, requesting maintenance, repair or replacement as appropriate
2. Provides and supervises provision of reference service directly to patrons in response to in-person or telephone requests and/or provides or supervises provision of second level reference service on more difficult questions sent from the branch libraries.
3. Provides and supervises provision of readers advisory service to individuals and groups, evaluating user needs and assisting users in locating desired library materials and information.
4. Supervises, trains, evaluates and schedules subordinate staff including direct supervision of permanent and temporary staff, volunteers, etc.
5. Plans and presents or supervises the presentation of children's and/or adult programs.
6. Plans, schedules, and conducts or supervises the planning, scheduling and conducting of class visits to the library and/or visits to schools to explain and promote library services

7. Evaluates the branch collection for usefulness and interest to the branch service community, recommending needed titles and weeding unneeded items; may participate in system-wide collection development
8. Interprets cataloging and classification rules and practices for other staff and performs original cataloging as needed
9. Analyzes library data and/or reports and prepare analysis or recommendations for action
10. Makes recommendations for developing, modifying and evaluating library policies and procedures
11. Interacts with the branch service community, including civic government, community, library support and other agencies, groups and organizations; performs library outreach and works on or oversees community needs assessments
12. Attends meetings, workshops, conferences and reads professional literature to keep abreast of new concepts and trends
13. May act as assistant systems administrator for library automation system
14. May coordinate system level or branch special events
15. Participates in County Library and branch/work unit long range planning activities
16. Serves as a member of a work unit team and may serve as a member of a system functional team
17. Performs other duties as required.

Literacy Program Assignments may include:

1. Organize and conduct literacy outreach to the community. Conduct presentations to community and parent groups as well as programs for children as part of the Mobile Library Literacy Services program (Reading Safari Bookmobile).
2. Increase visibility of and participation in Adult Literacy and Family Literacy programs within Monterey County, implementing policies, goals and objectives established for the programs by the California State Library and other grantors.
3. Recruit, train and coordinate the work of volunteer tutors.
4. Recruit, evaluate and monitor adult learners.
5. Assess literacy needs of adult learners and match with tutors.
6. Recognize and address barriers to literacy

MINIMUM QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge and Skills:

Thorough Knowledge of:

1. Philosophy, trends and major challenges of library science
2. Principles and practices of professional library work
3. Library materials of various types and formats

Working knowledge of:

1. Principles and practices of effective supervision and leadership
2. Collection evaluation and management in relation to community needs
3. Age level services including program presentation

4. Emerging technologies such as online databases and the internet
5. Quality customer service and the facilitation of that service

Some knowledge of:

1. Management principles and practices
2. Principles and trends of community and public relations
3. Library automation systems and their management

Skill and Ability to:

General Assignments

1. Provide effective reference service
2. Provide reading guidance to patrons of all ages
3. Supervise, train, evaluate and schedule subordinate staff and library volunteers
4. Practice, model, train staff in, and assure the delivery of, quality public library services
5. Interpret library policies and procedures to both the public and to library staff; assist in developing, drafting and critiquing library policies and procedures
6. Communicate effectively both orally and in writing
7. Operate a personal computer with standard software, such as Word, Excel, Powerpoint and to learn specialized library software systems such as Polaris.
8. Establish and maintain effective working relationships with other employees and the public
9. Represent the Library in the community

Additionally, for Literacy Program Assignments

1. Implement, coordinate, and facilitate literacy programs
2. Recommend and design effective training programs and practices
3. Recognize and address barriers to literacy

Desirable Knowledge/Skills:

1. Bilingual English/Spanish and bicultural experience and skills are highly desirable.

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

1. Possess a valid Class C California Driver's License and a good driving record at time of appointment in order to drive the Bookmobile and/or transport self during the course of work.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

Experience

Approximately one year of experience performing duties equivalent to those of a Librarian for Monterey County Free Libraries; Additionally, Teaching and/or Tutoring experience is highly preferred in Literacy Program assignments;

AND

Education

Completion of graduate level courses leading to a Master of Library Science degree.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

1. Ability to sit for approximately 6 hours per day/shift (including driving time) and work at a computer terminal approximately 3 hours per day/shift
2. Ability to lift, reach, grasp, bend and stoop to shelve books and other library materials
3. Physical strength to push, and pull wheeled book carts
4. Ability to walk and stand approximately 2 hour per day/shift
5. Strength to personally lift and carry items weighing up to 25 pounds for literacy material handling
6. Visual acuity to function in a typical office environment
7. Hearing and speech sufficient to communicate over the telephone and to make presentations to large groups
8. Physical dexterity to function in a typical office environment
9. Perform repetitive arm, hand, finger, or wrist motion and coordinated, skillful movements of fingers, hands and arms as needed to operate a computer
10. Mobility and dexterity to drive a personal vehicle or bookmobile to transport self and/or books

CLASS HISTORY

Class Code: 65A33
 Established Date: 6/25/13
 Revised Date: 12/2013
 Former Title: Supervising Librarian

CLASS DATA

Job Group: 03
 EEO Category: P
 Work Comp. Code: 8810
 Bargaining/Employee Unit: X
 FLSA: E
 MOCO OT: N

Prepared by: Linda Jackson, Associate Personnel Analyst

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/s/ Kim Moore

Human Resources Department

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Date