LIBRARIAN III

DEFINITION

Under general supervision, manages a large library branch and smaller branch(es) in a regional area, performs a variety of advanced journey level professional library functions, supervises professional, paraprofessional and library support staff, and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level professional class in the Librarian series. Positions in this class typically perform a broad range of professional library work as a manager of a large branch plus one or more branches or work units. Principal Librarian is generally distinguished from the next higher class of Managing Librarian by the latter’s system-wide management responsibilities. Librarian III in generally distinguished from the next lower class, Librarian II, in that the former has the responsibility for the management of a large branch plus one or more system-wide programs while the latter normally manages one medium to large branch.

Librarian III incumbents are typically assigned to the following:

- Performance of advanced journey level professional library duties in a large library facility, including supervision of one or more additional system-wide programs (e.g. bookmobile, second level reference, etc.)

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 large library branch and provides oversight of smaller branches within a general region;
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 or supervises the 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 or second level supervision of permanent and temporary staff, volunteers, etc.;
5. Supervises the presentation of children’s and/or adult programs;
6. 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. Analyzes Library data and/or reports and prepares analyses or recommendations for action;
9. Makes recommendations for developing, modifying and evaluating library policies and procedures;
10. Provides supervision of library bookmobile service, system (beyond branch level) reference service, or some other extra-branch service;
11. Interprets cataloging and classification rules and practices for other staff;
12. Interacts with the branch service community, including civic, government, community, library support and other agencies, groups and organizations;
13. Performs library outreach and works on or oversees community needs assessments;
14. Management of branch or work unit facilities, library materials and equipment, requesting maintenance, repair or replacement as appropriate;
15. Attends meetings, workshops, conferences and reads professional literature to keep abreast of new concepts and trends;
16. Participates in County Library and branch/work unit long-range planning activities;
17. Serves as a member of a work unit team and may serve as a member of a system functional team;
18. Performs other duties as required.

MINIMUM QUALIFICATIONS

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

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
4. Principles and practices of effective supervision and leadership
5. Collection evaluation and management in relation to community needs

Working knowledge of:
1. Age level services including program presentation
2. Management principles and practices
3. Principles and trends of community and public relations
4. Quality customer service and the facilitation of that service
5. Emerging technologies such as online databases and the internet

Some knowledge of:
1. Library automation systems and their management
2. Public agency budgeting and fiscal management
Skill and Ability to:

1. Supervise the provision of and provide effective reference service
2. Supervise the provision of and provide reading guidance to patrons of all ages
3. Manage a large library facility and one or more additional system-wide programs.
4. Supervise, train, evaluate and schedule professional and paraprofessional subordinate staff and library volunteers
5. Interpret library policies and procedures to both the public and to library staff; develop, draft and critique library policies and procedures
6. Communicate effectively both orally and in writing
7. Practice, model, train staff in, and assure the delivery of quality public library service
8. Operate a personal computer with standard software, such as Word, Excel, PowerPoint and specialized library software systems such as Polaris
9. Establish and maintain effective working relationships with other employees and with the public
10. Represent the Library in the community

Desirable Qualifications

1. Ability to speak, read, and write Spanish/English desired.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

The knowledge, skills and abilities listed above may be acquired through various types of experiences, education or training. A typical way to acquire these required knowledge and skills is listed below:

Experience
Approximately two years of experience performing duties equivalent to those of a Supervising Librarian for the County Library

AND

Education
Completion of graduate level courses for a Master of Library Science.

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

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CLASS DATA

| Job Group: | 03 |
| EEO Category: | P |
| Work Comp. Code: | 8810 |
| Bargaining Unit: | X |
| FLSA: | E |

Prepared by: Linda Jackson, Associate Human Resource Analyst

Approved by:

/s/ Kim Moore
Human Resources Department

11/18/2013
Date