



## LIBRARIAN I/II

### DEFINITION

Under general supervision or direction, performs routine to complex professional library work involving the collection and retrieval of information, including evaluation, selection, cataloging, and de-selection of library materials; develops library and outreach programs; performs reference, research, and readers' advisory services; and performs related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from the Librarian Supervisor or management staff. Exercises direct supervision over administrative staff.

### CLASS CHARACTERISTICS

*Librarian I:* This is the entry-level classification in the Librarian series. Initially under close supervision, incumbents provide assistance and service to patrons while learning the library collection, policies, procedures, and operations. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

*Librarian II:* This is the fully qualified journey-level classification in the Librarian series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Librarian class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level, after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, develops, and implements specialized services and programs for children and adults to promote reading and lifelong learning or to meet specific group needs, including giving book talks, conducting book clubs, and telling/reading stories.
- Reviews, evaluates, and selects materials for addition to or deletion from the library collection.
- Classifies and catalogs books and other materials using the Dewey Decimal System, Library of Congress Subject Headings, On-line Computer Library Center (OCLC) and other resources.
- Assesses patron needs and advises them in making effective use of library resources and services; assists patrons of all ages by answering reference questions accurately using a variety of print, electronic, and other sources.

- Prepares subject reading lists and resource bibliographies; develops and maintains special files and collections, prepares effective displays and other visual material.
- Participates in developing and implementing goals, objectives, policies, procedures and work standards for assigned area of responsibility, function, or branch; suggests changes and solutions to County Library policies.
- Directs the work of library staff, volunteers in the area of program responsibility; may train staff in work procedures.
- Monitors usage of library budget in area of responsibility.
- Participates in professional development activities, including attending workshops, continuing education programs, and regional or state library association activities.
- Makes presentations to school and community groups regarding library programs and resources; provides outreach service to communities.
- Designs, promotes, and presents a variety of programs for youth within the community.
- May lead or assist in the preparation of grant proposals and/or the development and management of required documentation for grant funded programs.
- Assist patrons with the digital library services available; assist with the downloading of available items to personal devices.
- Performs highly responsible library services in specific area(s) of expertise, which may include children's services, youth services, adult services, technical services, etc.
- Coordinates, plans, and oversees programs to special audiences for the main library and provides suggestions to branches.
- Provides technical guidance and direction of library staff as assigned; may recruit, train, and oversee volunteers.
- Performs related duties as assigned.

### **QUALIFICATIONS**

*Some knowledge and abilities may be performed by positions at the entry (I) level in a learning capacity.*

#### **Knowledge of:**

- Policies, procedures, and functions of public library service.
- Public library information resources, information access, technology, and services.
- Principles of professional library work including familiarity of current trends in library services; methods, and techniques of library classification and cataloging, and library programming.
- A wide variety of books, authors, and collection development resources.
- Patron advisory methods and practices.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- County and department policies and procedures.
- Principles of employee training and leadership.
- Specialized library service(s) and programming as assigned.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Plan, organize, supervise, review, and evaluate library activities and programs.
- Assess library patron needs and provide accurate service information.
- Assess and meet community needs in the area of library services.
- Classify and catalog a wide range of books and library materials, using both manual and computerized procedures.
- Identify operational problems, evaluate alternatives, and make sound recommendations.
- Plan and implement specialized programs, including performing outreach work.
- Demonstrate project management skills to allow for the completion of grant funding requirements.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Provide staff leadership and work direction; train staff in work procedures.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.*

Librarian I and II: Graduation from an American Library Association accredited university with a master's degree in Library Science, **OR** a Library Media Teacher Services Credential **OR** enrollment in good standing in the final quarter or semester of the Master of Library Science program in an American Library Association approved school. In the latter instance, successful completion of the master's degree in library science is a condition of continuing employment.

Librarian II: In addition to the above, one (1) year of experience as a professional librarian at a level equivalent to the County's class of Librarian I.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including mainframe and desktop computers; vision to read printed materials and digital displays; the standard office position requires an employee to access their work location, attend meetings, use computerized workstations, and lift paperwork and light-weight equipment or resources (less than 20 pounds). Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and twist. The

employee obtains information from oral instructions, conversations, written reports, email, the Internet, and professional publications, and will process and analyze the information obtained. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks under deadlines. Typically, an employee will need to mentally process and analyze complex information, compose complex responses, interact with others, and present information and reports. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve file information. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

Employees work is primarily performed indoors in a library setting, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

Must be willing to work evenings and weekends as required. Must be willing to work at various branches as assigned.