

CLASS SPECIFICATION



CLASS: Librarian
ALLOCATION: Library
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: Prior 1990
REVISED: September 2010

JOB SUMMARY:

Under general supervision performs routine to complex professional librarian work involving the selection, cataloging, circulation and/or reference use of library materials; provides varied library services to patrons of all ages; performs related work as assigned. The work requires a thorough knowledge of reference sources, search techniques and technical processes.

This is the journey level in the Librarian series.

CLASS CHARACTERISTICS:

This position reports directly to Library Director. This class is distinguished from Library Director in the latter has full management responsibility for all library services.

EXAMPLES OF DUTIES:

Essential:

- Plan, develop and implement specialized library services and programs; develop and maintain close ties with community agencies, schools and other literacy providers.
- Coordinate collection development in assigned areas; recommend selection or deletion of materials.
- Monitor developments in the library profession; plan and recommend programs in collaboration with regional, state and national organizations and participate in professional association activities.
- Recommend equipment acquisition and revisions to policies and procedures.
- Assess patrons' needs and advise them in making effective use of the library's resources and services.
- Answer reference questions and select and recommend books and other library materials.
- Coordinate and provide specialized reader's advisory/reference services to patrons, including performing bibliographic and on-line data base searches.
- Orient patrons to library procedures and practices, specialized information sources, specialized library collections and other services.
- Prepare reading lists and bibliographies; prepare and complete original cataloguing for reference materials; develop and maintain special files and collections.
- Plan and conduct library programs for all age groups; may plan and participate in special outreach, community services or related programs and projects; may represent the library in meetings with citizens or special interest groups.
- Classify and catalog books and other library materials.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May plan and direct the work of paraprofessional and support staff.
- Explain and interpret library policies and procedures to the public and staff.
- Maintain records and prepares correspondence, reports and other written materials.
- Operate a motor vehicle to conduct outreach activities and to attend meetings.

EMPLOYMENT STANDARDS:

Knowledge of:

- Theories and philosophy of professional librarianship.
- Collection development, including book and materials selection.
- Books, authors, reference sources and search techniques in a variety of areas.
- Patron advisory methods and practices.
- Automated library information systems and equipment usage.
- Library cataloging and classifying principles and practices.
- Standard office practices and procedures, including filing and the operation of standard office equipment.

- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- Techniques for working successfully with other employees in a lead capacity.
- Principles and practices of technical and functional supervision and training.

Skill in:

- Planning, developing and implementing specialized library services.
- Coordinating collection development in assigned areas.
- Training staff in work procedures.
- Assessing patron needs and providing accurate information and effective service.
- Classifying and cataloging a wide range of books and library materials.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Maintaining accurate records and files.
- Preparing clear, accurate and concise written reports and correspondence.
- Preparing effective displays and other visual materials.
- Actively looking for ways to help people.
- Talking to others to convey information effectively.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Planning, directing and reviewing the work of others on a project or day-to-day basis

Ability to:

- Give full attention to what other people are saying, taking time to understand the points being made and asking questions as appropriate.
- Provide quality library services and to meet and deal with library patrons in a calm, pleasant, and courteous manner; effectively handle difficult patrons and/or emergency situations.
- Work as a member of a team.
- Effectively utilize automated library circulation systems and assist patrons with use of the Internet.
- Work independently, exercise good judgment and accept responsibility.
- Establish and maintain effective working relationships with those contacted in the course of work.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- May require person to lift, carry, push, pull or otherwise move bags or boxes of material weighing up to 30 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Indoor office setting at the library, in frequently dusty atmosphere.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain valid California Class C driver's license.

Special Requirements:

- Will be required to work evening and weekend shifts.
- Attend and conduct workshops and meetings.
- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Possession of a Master's degree from an accredited college or university in library science and one year experience as a professional librarian.

PREFERRED: In addition to the minimum, additional experience as a professional librarian.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Library Approval: Loren McCrory
Date:

EEOC: B
WC: 8810.4

Human Resources Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____