

LIBRARIAN II

SUMMARY/PURPOSE

Provide library service to the public; develop and manage library services within a designated work area and direct work activities of assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Serve the public directly by staffing public service sites.
2. Serve as a resource person to other staff at public service sites.
3. Provide information to the public using a variety of sources, formats, technologies, and equipment.
4. Represent the division and library to the community, other library divisions, and City departments.
5. Investigate and resolve complaints and problems.
6. Maintain professional growth and development through a variety of activities, which may include continuing education courses, seminars, conferences, and participation in professional organizations.
7. Develop and manage library services, events, and collections.
8. Analyze customer and community needs and interests, including analysis of collection/customer usage data and collaboration with other library staff, community organizations, or governmental agencies; and make recommendations for development of library services, events, and collections based on findings.
9. Select materials, technology, and services within budget and participate in the evaluation of collection policies.
10. Perform professional tasks related to the functions and operations of the integrated library system.
11. Use strong visionary skills to further library service goals.
12. Participate in the selection of library staff.
13. Train, evaluate and provide coaching and feedback to library staff.
14. Schedule and coordinate work activities of library staff.
15. Lead project teams.
16. Use diplomacy and tact to establish and maintain positive relationships within the library and with outside organizations.
17. Assist in division management functions as assigned.
18. Participate in or lead committees and task forces.
19. Monitor work area's division effectiveness and recommend changes.
20. Maintain records and prepare reports.
21. Serve as the senior staff person within the division in the absence of a Supervisor, Librarian III, or Manager.

JOB REQUIREMENTS

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Master's Degree in Library Science from an American Library Association accredited school, plus two (2) years of professional library experience.
2. Knowledge Requirements
 - A. Knowledge of the principles and practices of Library Science, including cataloging and classification; reference and research; reader's advisory; collection development; library automation and technologies; electronic resources; data and patron privacy laws; and public library management and marketing.
 - B. Knowledge of effective basic management practices and training techniques.

C. Knowledge of basic financial and budgetary practices.

3. Ability Requirements

- A. Ability to organize, analyze, and evaluate data to formulate and execute plans.
- B. Ability to communicate effectively both orally and in writing.
- C. Ability to follow and issue oral and written instructions.
- D. Ability to provide professional expertise in the development, promotion, and implementation of library events and services.
- E. Ability to use and troubleshoot library technologies and equipment.
- F. Ability to handle information requests efficiently and effectively.
- G. Ability to perform detailed work accurately and consistently.
- H. Ability to use independent judgment and discretion in completing diverse professional activities, and to accept responsibility for one's decisions and actions.
- I. Ability to meet deadlines and to maintain composure when working under pressure.
- J. Ability to effectively manage multiple projects.
- K. Ability to work with technical and library jargon and translate it to the public.
- L. Ability to maintain a positive and flexible approach to changing needs within the community and to a changing information environment.
- M. Ability to work as a member of a team.
- N. Ability to coordinate work activities and coordinate the work of staff within prescribed parameters.
- O. Ability to establish and maintain positive and effective working relationships with the public and with library staff, including people of all ages, abilities, and from a variety of social, economic, and ethnic backgrounds.

4. Physical Ability Requirements

- A. Ability to work scheduled hours, including evenings and weekends.
- B. Ability to retrieve and replace materials on shelves at various heights.
- C. Ability to push and pull shelving carts requiring up to 41 pounds of force for distances of up to 25 feet on a carpeted surface.
- D. Ability to transport materials weighing up to 25 pounds, and occasionally weighing up to 50 pounds, from one part of the library to another.
- E. Ability to work in a stationary position for long periods.
- F. Ability to transport oneself throughout the library and to and from branch libraries.
- G. Ability to attend work on a regular basis.

| | | | | |
|----------|--------------|---------------------|------|----------------|
| HR: MC | Union: Basic | EEOC: Professionals | CSB: | Class No: 3303 |
| WC: 8810 | Pay: 133 | EEOF: Other | CC: | Resolution: |