

## COUNTY OF SOLANO

### LIBRARIAN (SUPERVISING)

#### **DEFINITION**

Plans, organizes, supervises and participates in the work of a library section or a small library branch; manages budgets for collections or periodicals; serves as a member of the department's management/supervisory team.

#### **CLASS CHARACTERISTICS**

This class is characterized by the combination of first-line supervisory duties and responsibilities coupled with the performance of professional librarian work. This class is distinguished from the Library Branch Manager in that the latter has responsibility for the management and administration of a regional library or a number of small branch libraries.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from a Branch Manager or Administrative Librarian.

Exercises supervision over professional, technical, and clerical staff.

#### **EXAMPLES OF DUTIES** –*Duties may include but are not limited to the following:*

Plans, organizes and supervises a large library section or a small library branch with several professional librarians and technical support staff in accordance with department policies; monitors and evaluates service patterns; prepares and revises schedules; supervises the performance of staff in order to meet library goals and objectives and evaluates staff performance; makes budget recommendations and monitors expenditures.

Conducts conferences with staff to evaluate library materials selection and other related matters; provides consultative supervision to staff as necessary; develops staff awareness and skills; trains staff on job duties or performs in-house and partner user training on automated systems; provides information on services and resources provided by other departments and agencies.

Performs professional librarian functions; provides services directly to the public; may provide reference, adult, young adult or children's library services; may conduct book groups, give book talks, etc.; attends a variety of meetings.

Selects materials for addition to the library collection and weeds the materials collection development; performs reference and other professional librarian work as required.

Performs duties associated with the management of a small branch including policy/procedure development, monitoring expenditures; making presentations before groups; promotional work in the community; and representing the Library in the community and before the Library Board; oversees functioning of the library building including daily and preventive maintenance,

Prepares monthly, annual or special reports; writes library service related correspondence.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

Assumes additional administrative responsibilities in the absence of the Branch Manager in a large library.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Professional practices, procedures and techniques of library science including such as general reference, collection development, adult, young adult and children's library services and activities.

Reader interest levels and of books and authors.

Major fields of learning.

Publisher and dealer practices.

Library purposes, goals and policies.

Techniques of staff consultation; training and supervisory practices.

On-line automated library search and reference systems.

#### **Skill to:**

Operate office equipment including a personal computer, copy and fax machines and printers.

#### **Ability to:**

Train, guide and supervise the work of others engaged in professional library work and/or technical and support activities.

Collect and analyze data to establish/identify information needs and services effectiveness; understand program objectives in relation to departmental goals and procedures.

Prepare narrative and statistical reports.

Organize and prioritize work assignments.

Provide effective consultative supervision and training; effectively delegate responsibility to others.

Make presentations before groups.

Communicate clearly and concisely, both orally and in writing; compose correspondence independently.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

## **EXPERIENCE AND EDUCATION/TRAINING**

### **Experience:**

Three years of professional library services experience with supervisory training and experience.

### **Education/Training:**

Possession of a Master's Degree in Library Science from an accredited college or university is required.

## **SPECIAL REQUIREMENTS**

Possession of, or ability to obtain, a valid Class C California driver's license may be required.

## **SUPPLEMENTAL INFORMATION**

Independent travel is required.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying of objects up to 25 pounds and pushing and/or pulling of objects and materials of heavy weight, occasionally up to 100 pounds.

Requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, data entry and/or use of other office equipment.

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness.

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Director of Human Resources

**Revised Date:** November 2002

**BOS Date:** June 30, 2003

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