

COUNTY OF SOLANO

LIBRARIAN

DEFINITION

Provides library services to the public to meet the needs of the community; supervises and/or coordinates a section of the library; may be assigned to technical services such as cataloging, acquisitions, or collection development, or adult, children's or young adult services; performs collection development and maintenance, programming, reference, public relations, and administrative tasks.

CLASS CHARACTERISTICS

This is the journey level class within the library series. Employees within this class perform the full range of professional librarian duties, as assigned. The Librarian is distinguished from the entry level in that the journey level performs the more complex work, receives and resolves complex customer complaints and questions, works with greater independence, and is fully knowledgeable about the policies and procedures of the library. This class is distinguished from the Supervising Librarian in that the latter has supervisory responsibilities over this and other professional level classes.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Supervising Librarian or Branch Manager.

Provides technical and functional guidance to support staff, volunteers, and student interns.

May provide direct supervision over technical or clerical staff in specialized area of library operations.

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

Maintains library collection of books, documents, audiovisual, and other materials; participates in material selection and places orders; weeds materials collection by evaluating current and potential user service needs; catalogs and classifies materials as necessary.

Researches and answers general and/or complex reference questions for customers; provides suggestions for titles and/or authors of interest in a variety of subject areas; instructs and assists in the use of reference and general library resources; compiles bibliographies and webliographies as requested.

Plans and conducts programs for specific customer groups such as children, young adults, or adults; conducts class visits and maintains relationships with local schools and other community

groups; coordinates and conducts special projects involving library promotion and outreach activity; promotes and participates in national programming efforts

Participates in various public relations activities; develops, coordinates, prepares and creates a variety of displays; assembles and maintains displays, bulletin boards, and other visual aides in assigned areas; writes newspaper articles and press releases to promote library services.

Assists and instructs the public in the use of library resources including online catalog and databases, the internet, print and electronic resources, and computer terminals.

Performs cataloging tasks in accordance with generally accepted library principles; monitors and adjusts workflow of the cataloging and processing units; assists in forming policy for technical services and cataloging and processing units; creates original descriptive cataloging in machine-readable format; analyzes subject content and assigns nationally accepted headings; assigns classification numbers; reviews and updates cataloged materials; trains and oversees assigned staff.

Perform acquisitions tasks to acquire new materials for the collection; manages funds associated with materials acquisition; monitors and adjusts workflow of the acquisition unit; assists in forming policy for technical services and acquisitions; merges, organizes and edits data on online ordering systems; trains and oversees assigned staff.

Prepares monthly, annual, or special reports as requested; maintains related statistics; writes book reviews and other library service related correspondence; may assist in the development and implementation of changes in operational policy and procedure; may write proposals and grant requests for special library needs; attends various meetings; assists in ensuring facilities are properly maintained.

Interviews, trains, supervises, and evaluates support personnel including adult and student volunteers and/or student assistants. May assist in training professional staff.

Manages, reviews and prepares for processing publicly donated books and other materials.

Acts as supervisor or manager in their absence; monitors and assumes responsibility for the safety of the public and security of the building; prepares incident reports as necessary.

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

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Professional practices, procedures and techniques of library science including general reference, classification, cataloging, acquisitions, circulation, collection development, adult, young adult and children's library work.

Reader interest levels and popular books and authors.

Major fields of learning including social sciences, humanities, and natural sciences.

Publisher and vendor practices and methods.

Procedures applicable to the area of assignment.

On-line automated library search and reference systems.

Skills to:

Utilize and troubleshoot basic office equipment, audio-visual equipment, print and electronic resources, and computers.

Ability to:

Select books and materials; identify and fill the current and potential library related needs of the community.

Perform reference, reader advisory, acquisition and catalog work.

Use and explain the use of catalogs, guides and other library resources.

Conduct appropriate search for books and other materials included in the collection of other library branches and/or systems.

Plan and direct a children's, youth or adult program.

Develop and promote special library services to meet current and prospective community needs.

Communicate effectively with people of diverse socio-economic backgrounds, ages and temperaments.

Train, supervise and evaluate support staff and/or volunteers.

Experience and Education/Training

Experience:

One year of professional library 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 for some positions

Some positions allocated to this class may require bilingual skills.

SUPPLEMENTAL INFORMATION

Independent travel may be 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.

Director of Human Resources

Established Date: June 30, 2003

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