



**TITLE: LIBRARIAN I/II**

**FLSA: Non-Exempt**

**BOARD APPROVED:**

**BARGAINING UNIT: Misc.**

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## **DEFINITION**

Under the direction of the County Librarian, performs responsible, professional library duties within the County's library system. May be required to perform specific assignments related but not limited to technical services, administration, reference services, programming coordination and outreach.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the County Librarian. Provides lead direction and leadership to assigned staff members and volunteers.

## **CLASS CHARACTERISTICS**

Positions in this classification series are flexibly staffed. This is a multi-level professional classification series in which incumbents may be assigned to either of the two (2) levels, depending upon experience, proficiency gained, and the complexity of assigned functions. An incumbent at the Librarian I level may be promoted to the Librarian II level when work knowledge has been developed, sound work habits demonstrated, and requirements have been met.

Librarian I: This is the entry-level classification in the professional Librarian series. Initially under close supervision, incumbents perform more routine duties with clearly defined guidelines. Positions at this level usually perform most of the duties required of Librarian II but are not expected to function at the same skill level and usually exercise less independent discretion and judgement in matters related to work procedures and methods.

Librarian II: This is the journey-level classification in the professional Librarian series. Positions at this level are responsible for independently performing professional duties in support of the Library operations. This classification is distinguished from the lower-level classification of Librarian I by the responsibility for directing a major library function, such as reference services, cataloging, children's services, programming coordination, outreach or administering branch library services.

## **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Performs professional library services, to include assisting all patrons with selection and use of library materials, assistance with research techniques, and providing reference duties and reader's advisory services, including "roving reference."

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Plans, coordinates and directs specialized unit(s) within the County's library system, ensuring effective and efficient operations and the provision of quality library services to the general public.

- Manages collection development, including the review and recommendation of books, audio-visual materials, periodicals, etc.  
Creates Library policies and procedures and makes recommendations for modifications, as needed, to improve services and operations
- Assigns, schedules, monitors and reviews the work of assigned staff; selects, trains and supervises volunteers
- Plans, prepares and executes effective publicity materials and public relations efforts to promote the programs of the Library, prepares special displays and plans for special events as needed.
- Performs and oversees library technical services, including ordering, cataloging and processing new, existing and donated materials.
- Conducts direct loan surveys for the State Library.
- Receives and responds to inquiries, requests for assistance, and complaints from Library patrons.
- Assists with circulation duties, including checking out/in library materials, registering new patrons and issuing library cards, etc.
- Assists in maintaining neat and clean public access and work areas.
- Participates in professional development activities and attends meetings and/or workshops as required.
- Directs reference and interlibrary loan services at branch library locations.
- Participates in collection development activities, including the review and recommendation of books, audio-visual materials, periodicals, etc.
- Compiles data and prepares statistical reports, including monthly reports as required.
- Provides technical services support, recommends and implements technical policies and procedures, and oversees technical operations.
- Responsible for cataloging in all formats.
- Oversees cataloging, classification, and processing of all library materials.
- Processes requisitions for books, materials, and supplies.
- Reviews professional publications, journals and catalogs to ensure accurate pricing.
- Reviews potential materials for acquisition and contributes to collection development efforts.
- Performs routine library duties as needed, including but not limited to unpacking shipments, checking in and cleaning library materials, shelving, monitoring the condition, repairs, maintenance, and recommending removal as appropriate.
- Performs general office/administrative, and bookkeeping duties as assigned, including but not limited to entering data into the computer, preparing reports and correspondence, copying and filing documents, processing payroll, accounts payable/receivable, monitoring expenditures, maintaining financial records, procuring supplies and equipment, etc.
- Collaborates with County Librarian to identify, prepare, and implement appropriate grants.
- Coordinates and develops programming suitable for patrons of all ages to include scheduling, procurement of supplies and resources, creation of marketing materials, and collaboration with partner agencies and community stakeholders.
- Oversees community outreach opportunities, including recommending appropriate opportunities, assessing availability of resources, and creating list of necessary supplies and materials to achieve library's event goals.

- Assists with building and equipment maintenance, communicates with staff and other departments regarding maintenance needs.
- Maintains forms and materials for public use, such as tax forms, education applications, college schedules and catalogs, voter registration and related materials, etc.
- Develops, upgrades, coordinates, and implements library database procedures, including recommending and adopting bibliographic maintenance standards in an automated environment.
- Maintains serials acquisitions and processing.
- Performs routine library duties and related work as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- The methods, procedures and policies of the department
- Professional library theory and practice
- Library terminology
- Principles and practices of classification, cataloging and filing systems used in libraries
- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures;
- Modern office practices, methods and computer equipment;
- Record keeping principles and procedures;
- Computer applications related to the work;
- English usage, grammar, spelling, vocabulary, and punctuation;
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.
- Management principles involved in developing, directing and administering various public library programs

### **Ability to:**

- Catalog and classify library materials
- Provide effective readers' advisory and reference services;
- Make sound, educated decisions
- Work effectively and professionally with patrons of all ages, including children
- Work independently and as a team member
- Read and write at a level necessary for successful completion of job duties
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work
- Learn to operate a library computer terminal
- Learn basic library policies and practices
- Work independently and as a team member
- Use English effectively to communicate in person, over the telephone and in writing
- Organize, prioritize, and manage a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines
- Operate modern office equipment including computer equipment and specialized software applications programs
- Maintain significant flexibility in daily operations and decision making
- Read and interpret various materials pertaining to the responsibilities of the job
- Establish and maintain effective working relationships with those contacted on the job;

- Assemble and analyze information and prepare written reports and records in a clear and concise manner

### **Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Graduation from an accredited college with an Associate's degree in Library Technology, Liberal Arts, or other related fields.
- One (1) year of experience in a public library is preferred.
- Other combinations of education and experience may be considered.

### **Librarian II:**

- Graduation from an accredited college or university with an Associate's degree in Library Technology, and/or a Bachelor's Degree in Liberal Arts, Sciences, Education, or other related field. A Master's degree in Library Science or Library and Information Science is desired.

### **License and Special Requirements:**

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; ability to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification constantly move about on foot and frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information and books. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

### **WORKING CONDITIONS**

Employees work in a public, interior environment with moderate noise levels, controlled temperature conditions, and exposure to dust, scents, and fumes. There is no direct exposure to other hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT  
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**

(10/21/08, 3/13/18)