

LIBRARIAN

DEFINITION

Under direction, develops and provides the full range of technical and professional library services to District patrons; provides reference and readers' advisory services; advises and assists library patrons in use of library resources; oversees programming, collection development, outreach, and reference services for assigned areas; develops programs and services for target audiences; identifies current community needs and projects future needs; serves as "Librarian-in-Charge" for assigned shifts; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Library Manager or other management staff. Supervises hourly staff and/or volunteers as assigned.

CLASS CHARACTERISTICS

This is the journey-level classification within the professional Librarian series. Incumbents are expected to function independently with programs, projects, or technical assignments, and lead projects and programs within their area of specialty. Incumbents are also expected to serve as "Librarian-in-Charge" for assigned shifts. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Provides reference services by conducting reference interviews to determine which books or materials patrons are seeking; provides readers' advisory services to recommend books and literature based on patron interests; advises and assists library patrons in use of library resources; performs bibliographic searches using both print and non-print sources; serves on the main reference desk; pulls books and materials for patrons; provides patron borrowing services.
- Plans, implements, and evaluates library programs, activities, and services which fulfill the diverse educational, recreational, and personal needs of the community; strategizes and coordinates programming activities for assigned areas in conjunction with other departments; develops new ideas for programs based on perceived patron needs and interests; schedules and plans the execution of program events; purchases supplies and manages program budgets; solicits assistance from outside organizations and community members to implement programs; coordinates promotion and outreach efforts with marketing staff; oversees the implementation of assigned programs.
- Participates in collection development activities for assigned areas including materials selection for the library's collection in print, audio, and electronic formats; reviews and researches new and popular publications; remains abreast of current literature and professional trends in delivering library services; assesses gaps in needs of the collection; selects books, periodicals, and materials including fiction, nonfiction, graphic novels, and Spanish language literature; reorders damaged or lost items; manages assigned budget; periodically weeds Library collections.

- Provides technological assistance to patrons by teaching and troubleshooting on 3D printers, virtual reality, video gaming, and related equipment; maintains and troubleshoots electronic and on-line resources; assists patrons with computer and technology-related questions.
- Assists patrons with circulation functions and financial transactions.
- Researches grant opportunities and writes and administers grants.
- Participates in library publicity and public relations activities; prepares displays and exhibits, flyers, posters, brochures, and social media posts; plans book displays for assigned area; selects materials and prepares graphics to generate publicity; may serve on Display Committee to coordinate displays throughout library facilities.
- Attends and participates in professional library meetings, conferences, workshops, seminars, continuing education programs, and network committees; reads professional literature and attends and participates in staff meeting discussions; leads meetings, committees, or projects intended to enhance services or promote consistent policies and procedures across the District.
- Ensures safe operations and addresses customer or staff issues; responds to suggestions, requests, or concerns from library users or community members.
- Performs other duties as assigned.

When assigned to Children's and Family Services:

- Plans and performs story times for young children and their families and caregivers; recommends and approves songs, books, and early literacy strategies to incorporate into story time programs to foster children's brain development; may perform story time programs in both English and Spanish.
- Develops and implements programming for children, young adults, and their parents; logs and distributes prizes for various children's reading programs; researches and orders Spanish language children's books to ensure they are appropriate upon translation; reminds children to stay quiet and move around the library properly; advises parents and caregivers to remain in the immediate vicinity of children aged nine (9) and under while inside the library.
- Adopts a connected learning approach to presenting programs, classes, and events which educate, inform, and inspire children.
- Instructs children and caregivers in information gathering skills, research skills, and digital literacy skills.
- Conducts training programs with school groups for early education development; focuses programs on establishing school readiness for children.

When assigned to Branch Services:

- Recruits and trains students, tutors, and other volunteers to provide services which meet literacy needs of the community.
- Designs and implements effective teaching and training programs for literacy participants; monitors and evaluates the progress of literacy learners and tutors; communicates with tutors to ensure they are provided with necessary training and materials needed for program success.
- Collects, analyzes, and prepares data, reports, and participation statistics to comply with grants as needed; initiates and prepares grant applications; monitors grant budgets and activities.
- Schedules interviews and assessment appointments with learners; conducts interviews; explains program and expectations; discusses eligibility for program and answers questions; assesses students to determine their learning needs; matches learners with available tutors based on schedule and personality.

When assigned to Teen Services:

- Develops and maintains effective relationships and coordinates outreach efforts to local schools, community organizations, and nonprofit groups to promote library services, programs, and collections; collaborates strategic programming efforts with outside groups; reaches out to schools to schedule and arrange site visits; seeks assistance from outside organizations to help with programming; meets with individuals from different organizations to discuss possible future programs.

QUALIFICATIONS

Knowledge of:

- Principles, practices, procedures, techniques, and materials of professional library work, including library reference, collection development, and other professional library services.
- Principles, techniques, and procedures in cataloging, indexing, classifying, and organizing library materials.
- Principles and techniques used in bibliographic research.
- General library materials selection standards.
- Library services and available resources.
- Reference interview methods and research skills.
- General familiarity with the District's collection.
- Principles, practices, and techniques of public relations, community outreach, and service promotion to publicize library services, programs, and events.
- Recent technological, professional, and societal developments, trends, current literature, and sources of information related to areas of assignment.
- Developmental, educational, and recreational needs of library patrons including children, adolescents, and adults.
- Applicable Federal, State, and local laws, codes, and regulations, including administrative policies and procedures.
- Record keeping principles and procedures.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan and conduct the activities, programs, projects, and operations of a specialized library function.
- Perform professional library tasks as assigned including reference, readers' advisory, library program and service development, collection development, and cataloging.
- React tactfully and diplomatically during interactions with staff, the public, and community groups, while appropriately adhering to and enforcing sound library policies, procedures, and practices.
- Demonstrate initiative and sound judgment necessary to make responsible decisions as Librarian-in-Charge or in the absence of the department manager.
- Resolve interpersonal conflict.
- Research and write grant applications.
- Research, analyze, and summarize data and prepare accurate and logical written reports.

- Prepare and deliver effective presentations before patrons, community groups, and others.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Work effectively with a diverse clientele including patrons of all ages.
- Maintain a strong service orientation and a demonstrated dedication to quality customer service.
- Understand and effectively utilize social media platforms and applications.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the District in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural, guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Education:

- Equivalent to a master's degree from an accredited college or university with major coursework in library and information science or a related field.

Experience:

Two (2) years of paraprofessional library, customer service, or related experience.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may encounter challenging interpersonal situations in the course of their work.

WORKING CONDITIONS

Occasional evening and weekend work may be required as job duties demand.