**JOB SUMMARY:** Under general supervision, supervises staff and volunteers within a library section; coordinates and monitors activities within the section; plans and presents library programs and exhibits; performs varied and complex professional library functions pertaining to the maintenance, selection and organization of library reading materials; provides professional level reference assistance; and performs other related work as necessary.

**DISTINGUISHING CHARACTERISTICS:** This class is characterized by its responsibility for providing advanced reference services and day-to-day supervision of an assigned library section. It is distinguished from Supervising Librarian by the latter's responsibility for a major unit within the library. It is distinguished from Librarian by the latter's primary role of providing reference assistance, reader's advisory assistance, and developing and implementing basic library programs.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

1. Provides specialized reference assistance requiring knowledge of library collection and reference materials.
2. Compiles bibliographies of library materials.
3. Makes oral demonstrations utilizing multi-media equipment and on-line resources; conducts library orientations and training classes; assists in assembling and arranging displays and exhibits.
4. Researches catalog files and reference materials in response to requests on a range of topics.
5. Selects, orders and classifies new books and materials; makes determinations concerning the binding, replacement, and withdrawing of materials.
6. Develops and implements programs and services; markets programs and produces promotional materials; makes related presentations.
7. Trains support staff and responds to technical questions regarding professional protocol and department policies and procedures.
8. Conducts fund monitoring and analysis; prepares reports and records for assigned section.
9. Supervises and provides instruction and otherwise assists in the scheduling and training of other library personnel and volunteers within assigned section; reviews and evaluates employee performance.
10. Stays informed regarding trends in the library science profession by attending in-service training, attending appropriate conferences and seminars, and reading professional literature.
11. Attends meetings and other functions; represents the library at professional committee meetings; provides information and participates in discussions regarding library activities.
12. May act as library supervisor in the absence of the Supervising Librarian.
QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

EDUCATION: Equivalent to a master’s degree from an accredited college or university in Library Science or a closely related field.

EXPERIENCE: Three years performing professional librarian work.

KNOWLEDGE OF:
- Principles and practices of professional library operations.
- Marketing and public relations practices.
- Supervisory principles and techniques.
- Computer programs, library on-line catalogs, their operations, functions and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Customer service methods and communication techniques.
- Principles and practices of supervision, training, and administration.

ABILITY TO:
- Use various library tools and media resources.
- Utilize internet and catalog system applications.
- Create library programs.
- Conduct research and collect information.
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Exercise sound judgment and make decisions with confidence.
- Make mathematical and statistical computations resulting in appropriate determinations.
- Plan, organize and prioritize work.
- Lead, motivate and train staff.
- Plan, establish, implement, and evaluate department goals and objectives.
- Operate a personal computer to utilize word processing, spreadsheet, Internet, and other relevant system applications.
- Deliver quality customer service; ensure professional work standards are met.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain, and foster positive, harmonious and effective working relationships.

LICENSES:
- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment.

CERTIFICATIONS:

SPECIAL REQUIREMENTS:
- Ability to work nights and weekends.

DESIRABLE:
- Working knowledge of Microsoft Office.
Class Specification: Senior Librarian

FLSA Exemption Status: Non-exempt
Employee Unit: #5, Technical/Professional Services
Job Family: Library - Professional
Class Progression: Library Assistant
Senior Library Assistant
Librarian
Senior Librarian
Supervising Librarian