REVISED: October 2012

JOB CODE: ADMIN27, ADMIN34

UNIT: OCEA

LIBRARIAN I LIBRARIAN II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

DEFINITION

Under general supervision (Librarian I) or direction (Librarian II), performs a full range of professional level library service duties in support of assigned function; may supervise library support staff; and performs related duties as assigned.

CLASS CHARACTERISTICS

<u>Librarian I</u> – This is the first level in the professional Librarian series. This class is distinguished from the Librarian II by the performance of the more routine tasks and duties assigned to positions within the series including assignments of a professional nature or scope that require a basic knowledge of library services. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

<u>Librarian II</u> – This is the experienced level within the professional Librarian series. Employees within this class are distinguished from the Librarian I by the performance of the full range of duties as assigned including assignments of a professional nature or scope that require a working knowledge of the City's library services. Employees 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. Positions in this class are flexibly staffed and are normally filled by advancement from the One level, or when filled from the outside, have prior experience.

EXAMPLES OF DUTIES - Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Performs a full range of public service functions and duties in person and electronically or via telecommunications; provides reference and readers advisory services; evaluates patrons needs; answers reference and information questions utilizing appropriate sources; assists patrons in locating books and materials; assists patrons in successfully using library resources; develops subject expertise; evaluates and maintains collections in assigned subject and format areas; recommends books and other materials for purchase; monitors assigned budget; evaluates collection to weed outdated, unused, and (for physical items) worn-out materials in the collection; reviews books and materials; abstracts, annotates, and writes critical reviews; compiles online book lists and other user aids; develops specialized library programs or provides specialized services to identified library constituencies; participates in coordinating and implementing special projects as assigned; participates in the cataloging and classification of electronic, physical and other forms of books, video and sound recording, government

documents, serials, and other material, including checking titles against databases; completing descriptions, assigning subject headings, and classifying items, per standards agreed upon by library administration and professional practice; represents the Library in cooperative relations with other agencies; performs community outreach; speaks to school and community groups regarding library services and resources; gives book talks; organizes story hours and other performances or public presentations; prepares electronic or other forms of press releases, publicity, newsletters, displays, and exhibits to publicize and promote programs, events, and activities for assigned area of responsibility; presents library orientations and gives library tours and service talks; assists in developing, modifying and evaluating library procedures; informs users regarding Library policies and procedures; provides staff assistance to Library management staff; participates in maintaining records; prepares and presents reports and other necessary correspondence as required; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of library science; may represent library on professional committees as assigned; may supervise, train, and evaluate paraprofessional and clerical personnel and volunteers; may arrange employee work schedules; may be in charge of library operations during assigned times, including evenings and weekends; and may work at branch libraries or on the Bookmobile.

MINIMUM QUALIFICATIONS

<u>LIBRARIAN I</u>

Knowledge of:

- Professional principles, methods, materials, and practices utilized in public libraries.
- Basic reference sources and methods and other information-acquisition methods.
- Basic cataloging and classification systems.
- Basic collection development principles and strategies as well as tools for selection.
- Basic library automation systems and trends.
- Basic Internet usage, structure, content creation and management, and communication skills, and various on-line systems.
- Basic understanding of computer operations in libraries, including business application suites, audiovisual applications, database management, circulation systems, online catalogs, reference databases, and search strategies.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- English usage, spelling, grammar, and punctuation.
- Public relations principles and practices.

Ability to:

- Learn to perform the full range of professional and technical library tasks.
- Learn, interpret and apply pertinent federal, state, and local polices, procedures, laws, codes, and regulations.
- Learn and interpret library policies, procedures, and objectives to staff, community groups, and the general public.
- Learn to operate computerized cataloging, bibliographical, acquisition, and circulation data systems.
- Give clear information to the public and to support staff.
- Conduct accurate and thorough research in accordance with time available and user needs.
- Provide recommendations for acquisition of new library materials and supplies.
- Assist Library patrons in response to reference and directional Library questions.

CITY OF OCEANSIDE Librarian I &II (Continued)

- Operate a variety of office equipment including a hardware for computing, imaging, printing, and transmitting material.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.

Experience and Training Guidelines

Experience: Some technical or professional level experience in a library is desirable.

<u>Training</u>: A Bachelor's degree from an accredited college or university supplemented by a minimum of 9 semester units or 12 quarter units of graduate library science coursework from an accredited college or university. A Master's degree in Library Science or Information Science is highly desirable.*

*NOTE: Eligibility for advancement to Librarian II requires possession of a Master's degree in Library Science or Information Science from an accredited college or university.

LIBRARIAN II

In addition to the qualifications for Librarian I:

Knowledge of:

- Reference sources and methods and other information-acquisition methods.
- Cataloging and classification systems and how to adapt them for best service.
- Collection development principles and strategies as well as tools for selection.
- Library automation systems and trends.
- Internet usage, structure, content creation and management, and communication skills, and various on-line systems.
- Computer operations in libraries, including business application suites, audiovisual applications, database management, circulation systems, online catalogs, reference databases, and search strategies.
- Community and their needs related to assigned area of the Library.
- Basic principles of supervision, training, and performance evaluation.

Ability to:

- Independently perform the full range of professional and technical library tasks.
- Participate in the development and administration of Library goals, objectives, and procedures for area of assignment.
- Analyze, assess, and address community needs related to area of assignment and recommend plans for modifying or extending library services.
- Prepare effective public relations and publicity materials for online, print or other forms of media and community publications.
- Interpret and apply pertinent federal, state, and local polices, procedures, laws, codes, and regulations.
- Interpret library policies, procedures, and objectives to staff, community groups, and the general public.
- Analyze professional and administrative problems, identify alternatives solutions, project consequences of proposed actions, and implement recommendations in support of goals.

CITY OF OCEANSIDE Librarian I &II (Continued)

 Effectively supervise and coordinate the activities of a paraprofessional and clerical staff and volunteers.

Experience and Training Guidelines

Experience: One year of professional level experience in a library.

<u>Training</u>: A Master's degree in Library Science or Information Science from an accredited college or university.

WORKING CONDITIONS

Environmental Conditions: Library environment; extensive public contact.

<u>Physical Conditions</u>: Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time, working in a library setting, and operating office equipment; visual acuity to read small print, computer screens and other printed documents; speaking and hearing to exchange information. Must possess the physical strength and flexibility to bend, squat, kneel, push/pull and lift up to 30 pounds (books, disks, etc.) and reach above shoulder level.

Special Conditions: Positions may require working some weekend and evening hours; may be required to adjust work schedule to meet library needs.