

## **LIBRARIAN II**

### **DEFINITION**

Under general supervision, perform professional librarian duties to include: creating and promoting Library programs and events to encourage patrons to visit the Library; create a Library collection that is reflective of the community and cognizant of Library trends, including various multi-media (including audio, digital, print, web-based resources, and social-media); provide advice and assistance to patrons related to reference-related questions, along with other general Library questions; and manage patron conduct to ensure patrons adhere to the Library's Behavioral Policy; perform related duties as assigned.

### **SUPERVISION EXERCISED AND RECEIVED**

Receives general direction from higher level personnel; exercises technical and functional supervision over subordinate positions, including part-time and temporary personnel.

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to the following:

Demonstrates an innovative approach to creating and promoting Library programs to encourage a broad range of the community to visit the Library;

Plans, organizes, schedules and implements Library programs such as group tours, visits by community and school groups, and informational programs, workshops or seminars for the general public; promotes the Library throughout the community in a variety of manners, including presentation to groups, clubs, schools and other government bodies;

Proactively develops contacts in the community as a means of locating materials and promoting partnership opportunities;

Prepares and presents oral and written communications, reports and other materials; develops innovative library programs;

Maintains an awareness of current events, developments, and trends through reading professional literature, other news media, and participation in professional associations;

Conducts surveys and/or community presentations and makes recommendations to create a Library collection based on the needs of the patrons; collaborates with the community, educational institutions, and community-based organizations to create and maintain a multi-media Library collection that meets the needs of the community;

Uses broad and comprehensive knowledge of current library theories and practices to assist patrons, obtains information and makes effective use of library resources and services; researches and answers reference-related questions; selects titles of interest in subject areas indicated by patrons; makes extended use of resources in a variety of formats, performs bibliographic searches;

Promotes Library materials and databases for use by the public; assesses the needs of the patrons and endeavors to provide resources, materials and customer service that exceeds expectations;

Assists the Library Director, and may attend community events and activities, to promote the Library through a variety of forums that may result in fundraising opportunities; identifies individuals who may support the Library;

Actively researches and sources grant funding opportunities, prepares grant applications for funding for operational and improvement programs;

Manages patron conduct throughout the Library; ensures patrons adhere to the Behavioral Policy;

Perform other duties related to the operation of the department and the City including additional duties that enable the department and City to meet the diverse needs of its community.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Principles, practices and standards of professional library science including reference services, professional technical services, collection development, circulation practices, theory and application of library automation, and technological applications in libraries;

Books, authors, bibliographies and reference materials; publishing and resources for library materials.

Principles and practices of library organization, operations, and procedures;

Principles and practices of supervision, fundraising, grant application, promotion, and customer service.

All computer applications and hardware related to performance of the essential functions of the job.

#### **Ability to:**

Under general supervision, perform a variety of professional librarian duties of moderate to complex difficulty including providing information and assistance to customers of all

ages; perform reference and reader advisory services; perform collection development within assigned area; plan, schedule and present generalized programs  
Assimilate and adjust to procedures unique to this library;

Communicate effectively, orally and in writing;

Demonstrate initiative, teamwork and creative problem-solving skills;

Research and complete grant applications and other forums to raise/fundraise money for the Library;

Develop marketing materials promoting library services;

Greet patrons in a friendly and accessible manner;

Supervise the work of others; organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Establish and maintain cooperative and effective relationships with those contacted during the course of work.

### **EDUCATION AND EXPERIENCE**

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

#### **Education:**

Masters of Library Science Degree from an American Library Association (ALA) accredited college or university.

#### **Experience:**

Two years experience as a professional librarian. Supervisory experience is highly desirable. Ability to speak and write Spanish is desirable.

### **LICENSES AND CERTIFICATES**

Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.

### **WORKING CONDITIONS**

Work is generally performed in an office setting requiring extended periods of standing, walking, sitting, and talking or hearing. Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, crouching, or crawling. May be required to lift and move up to 30 pounds. Vision requirements include ability to see well enough to read documents and operate office equipment.

Reading materials and verbal instructions require complex interpretation. Working with the public which may include angry or hostile individuals. Attendance at workshops, conferences, or meetings which may include nights and or/weekends.

\*FLSA Status: EXEMPT