May 2021
FLSA: Non-Exempt

LIBRARIAN I/II

DEFINITION

Under general supervision (Librarian I) or direction (Librarian II), performs routine to complex professional librarian duties, including development of programs and services for target audiences, collection development and management, and/or cataloging; develops library and outreach programs; performs reference, research, and readers' advisory services; identifies current community needs and projects future needs; creates marketing materials; takes initiative to assist in improving library services; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Librarian I) or direction (Librarian II) from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Librarian I: This is the entry-level classification in the professional Librarian series. Initially under close supervision, incumbents provide assistance and service to patrons while learning the library collection, policies, procedures, and operations. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Librarian II: This is the fully qualified journey-level classification in the professional Librarian series. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. 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.

The classification of Librarian II is distinguished from the Librarian III in that the latter provides technical and functional direction over lower-level staff.

Positions in the Librarian class series are flexibly staffed; positions at the Librarian II level are normally filled by advancement from the Librarian I level; progression to the Librarian II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Librarian II level.

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.

Positions at the Librarian I level may exercise some of these knowledge and abilities statements in a learning capacity.

- Provides general reference assistance to library patrons; 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; works at various service desks; pulls books and materials for patrons.
- Participates in collection development activities for assigned areas to build a relevant, high-interest collection, 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 multilingual collection; reorders damaged or lost items; manages assigned budget; periodically weeds Library collections.
- 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 colleagues; oversees the implementation of assigned programs.
- Provides technological assistance to patrons by teaching and troubleshooting computer related issues; maintains and troubleshoots electronic and online resources; assists patrons with computer and technology-related questions.
- Participates in library publicity and public relations activities; prepares displays and exhibits, flyers, posters, brochures, bulletin boards, and social media posts; plans book displays for assigned area; selects materials and prepares graphics to generate publicity.
- Oversees the recruitment, selection, scheduling, training, and oversight of volunteers.
- Identifies and anticipates changing community needs and changes in technology or library best practices, and develops plans, services, and programs to address these changes.
- 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.
- Makes presentations to school and community groups regarding library programs and resources; provides outreach service to communities.
- Responds to suggestions, requests, or concerns from library patrons or community members.
- Ensures safe operations and addresses customer or staff issues; responds to suggestions, requests, or concerns from library users or community members.
- Serves as Librarian-in-Charge as needed; monitors the library, resolves issues with patrons, processes schedule changes, opens and closes the building, and secures funds collected at circulation.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Positions at the Librarian I level may exercise some of these knowledge and abilities statements in a learning capacity.

- 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 standard reference sources.
- Principles, practices, and techniques of public relations, community outreach, and service promotion.
- Techniques for promoting and publicizing library services, programs, and events.
- Recent technological, professional, and societal developments, current literature, and sources of information related to library services.
- Developmental, educational, and recreational needs of library patrons including children, adolescents, and adults.
- 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.
- Applicable federal, state, and local laws, codes, and regulations, including administrative policies and procedures.
- Recordkeeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- 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.
- Monitor program budgets.
- Assess library patron needs and provide accurate service information.
- Assess and meet community needs in the area of library services.
- Maintain a strong service orientation and a demonstrated dedication to quality customer service.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Demonstrate to patrons how to use computer programs and online resources.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Prepare and deliver effective presentations and promotional material before patrons, community groups, and others.
- 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.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- 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 education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Librarian I/II: Equivalent to a master's degree from an ALA accredited college or university with major coursework in library science or a related field.

Experience:
- Librarian I: One (1) year of paraprofessional library, customer service, or related experience.
- Librarian II: Two (2) years of increasingly responsible experience as a professional librarian.

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, or heavier weights with the use of proper equipment and/or assistance from other staff.

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 interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

SPECIAL CONDITIONS

Public Employees Disaster Service Worker. In accordance with Government Code Section 3100, California public employees may be called upon to perform assigned disaster service worker duties in the event of an emergency or a disaster.