October 2024
FLSA: Exempt

SENIOR LIBRARIAN

DEFINITION

Under general direction, plans, schedules, assigns, reviews, and supervises the work of lower-level library staff within assigned program areas including Children's Services, Teen Services, Adult Services, and Juvenile and Adult Korean Language Collection; plans, coordinates, and oversees library services in assigned division including programming, community partner networking, and volunteer coordination; performs the most complex professional librarian duties including development of programs and services such as summer reading, story times, and special reading events, collection development and management, and/or cataloging; 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; provides complex staff assistance to management staff in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory and management personnel. Exercises direct supervision over technical and administrative staff.

CLASS CHARACTERISTICS

This is the full supervisory-level classification in the professional Librarian series responsible for performing the most complex and specialized work assigned to the series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment with accountability and ongoing decision-making responsibilities associated with the work. Positions in the classification rely on experience and judgment to ensure efficient and effective library programs and services. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

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.

- Plans, organizes, assigns, supervises, and reviews the work of lower-level staff; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; develops schedules and manages workloads; participates in and makes recommendations regarding the recruitment, selection, and promotion of staff and volunteers.
- Participates in the development of goals, priorities, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of lower-level staff; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.

- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, and files; ensures the proper documentation of operations and activities.
- Plans, implements, and evaluates a variety of programming for the District, including but not limited to summer reading, story times, reading challenges, special performances and events, holiday celebrations, and library tours to educate, entertain, and encourage reading; 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 and donations from outside organizations and community members to implement programs; coordinates promotion and outreach efforts with marketing staff; oversees the implementation of assigned programs.
- Provides specialized 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 specialized collection development activities to build a relevant, high-interest collection, including materials selection 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 materials; reorders damaged or lost items; manages assigned budget; periodically weeds Library collections.
- Identifies and anticipates changing community needs and changes in technology or library best practices and develops plans, services, and programs to address these changes.
- 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.
- 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.
- Participates in community outreach events and makes presentations to school and community groups regarding library programs and resources; prepares promotional materials; provides outreach services to communities.
- Responds to suggestions, requests, or concerns from library patrons or community members.
- Coordinates assigned services and operations with other departments and outside agencies.
- Ensures District services are provided with exceptional customer service and the highest levels of ethical standards; creates positive experiences for library patrons and the general public by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications, and appearance while performing duties in both public and staff areas; greets and assists internal and external customers in a friendly, prompt, and accessible manner.
- Represents the District and acts as a liaison with community partners and organizations, governmental agencies, and vendors; responds to requests for information and meetings; provides professional and technical expertise to the community.
- Maintains files, databases, and records related to assigned functions and outreach programs and participation; prepares a variety of written reports, memoranda, and correspondence.
- 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:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- 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.
- 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 and adolescents.
- Principles, practices, and techniques of public relations, community outreach, and service promotion.
- 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:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Plan, implement, supervise, and evaluate specialized programming and outreach events.

- Perform complex 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.
- Work with groups and individuals to produce quality programming and events.
- Respond to complaints or inquiries from patrons, staff, the general public, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- 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 ALA accredited college or university with major coursework in library science or a related field.

Experience:
- Three (3) years of increasingly responsible experience as a professional librarian, including experience in programming, outreach, and other specialized areas.

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.