



DATE: September 12, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Librarian II

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Librarian II to ensure that the employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

SUMMARY

The Librarian II job description has been revised to update the essential duties, knowledge, and abilities in order to reflect industry changes and the greater role technology plays in modern urban libraries. Additional revisions to the job description have been made to ensure the needs of the Library Services Department are adequately met.

BACKGROUND/DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff makes necessary adjustments to job requirements to ensure that the needs of the department will be met.

The Librarian II classification is the journey-level classification that performs a variety of professional and paraprofessional Librarian duties. The job description for Librarian II was last updated in 1998. The Library Services Department has requested the Librarian II job description be revised to reflect industry changes and advancements in technology as they relate to the functions of modern urban libraries.

With the City's new 21st Century Library and Community Learning Center scheduled to open this Fall, many of the new services offered will place a significant emphasis on technology. With the addition of a digital media lab, 3D printers, and robotics, existing language in the Librarian II job description has been updated to emphasize these technological additions in order to accurately reflect the essential duties, knowledge, and abilities of this classification. Additional revisions have been made to capture the wide range of services offered by the Library to serve the needs of all Hayward residents and community members.

The changes to the Librarian II job description were shared with and accepted by representatives of the Local 21.

The changes to the job description are as follows:

DEFINITION

Added: "... performs a variety of professional and para-professional duties in support..."

Replaced: "...section..." with "...program or service area..."

DISTINGUISHING CHARACTERISTICS

Added:

- "This is a journey level classification that performs a variety of professional and paraprofessional..."
- "...technology..."

Removed: "They typically perform specialized professional Librarian duties..."

SUPERVISION RECEIVED

Replaced: "...a higher-level librarian..." with "...management staff or the Director of Library Services."

ADDED "SUPERVISION EXERCISED" SECTION

Added: "May provide direction and supervision to other professional librarians as well as direct and indirect supervision..."

ESSENTIAL DUTIES

Added:

- "Makes..."
- "...and audio or video or e-materials..."
- "...sources, and keeping up with current trends..."
- "...in person, by telephone or other communication means, by verifying the patrons' needs through the reference interview process, and or..."
- "Assesses technology needs, evaluates system needs and makes recommendations for purchasing or improving equipment and programs based on current industry standards."

ESSENTIAL DUTIES (continued)

Added (continued):

- “Serves as a liaison to the IT department for testing and supporting computer devices, library software, and infrastructure needs; provides basic technical assistance to library staff and patrons; and plans technology related training and programming for staff and the public.”
- “...including technology services...”
- “.../or...”

Removed:

- “...records...”
- “...cassettes, and, microfiche...”
- “...books, books...”
- “...materials...”
- “...in person and by telephone and...”
- “...Questions patrons to pinpoint what they want...”

Replaced: “...discarding...” with “...withdrawal...”

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Added:

- “...industry standards...”
- “..., trends...”
- “...electronic databases and...”
- “...of library materials...”
- “Integrated Library Systems, circulation, processing...patron interfaces.”
- “Adult and children’s technology-based program and services.”
- “Establish and maintain effective professional relationships...adverse circumstances.”
- “Handle competing priorities and work with constant interruptions...subordinates.”
- “Tenacity for solving problems.”
- “... responding to community needs and based on industry trends.”
- “...youth, adults, or seniors...”
- “.../or...”

Removed:

- “...book section...”
- “Ability to work with the public...the public and subordinates.”
- “...relative to...”
- “Knowledge of...”
- “Ability to...”
- “Ability to work effectively with... community groups.”
- “Skill in...”
- “...both...”

Replaced:

- "Knowledge of..." with "Current..."
- "Skill in book..." with "Library materials..."
- "...literacy..." with "...literary or technical..."
- "...sound judgements..." with "...recommendations for purchase or withdrawal..."
- "...qualify..." with "...quality..."
- "Skill in relating with children..." with "Relate with people of all ages."
- "...book talk and story telling..." with "various types of programs like book talks, computer classes, craft activities, etc."

EXPERIENCE AND EDUCATION

Added:

- "...technology, youth services..."
- "License and Certificates:"
- "Possession and maintenance of a valid California Class C Driver's License...performance duties."

Replaced: "Equivalent to graduation from college and a master's degree in Library Science" with "Possession of master's degree in Library Science from an accredited college or university or equivalent."

SPECIAL REQUIREMENTS

Added: "Essential duties require the mental and/or physical...reasonable accommodation."

FISCAL IMPACT

There is no fiscal impact to the budget as a result of the above proposed changes to this job description.

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Approved by:



Kelly McAdoo, City Manager