

## LIBRARIAN II

### DEFINITION

Under general direction performs a variety of professional and para-professional duties in support of a modern urban library and community learning center; provides responsive customer service to a diverse population of library and learning center users; plans, organizes, and coordinates the functions of a library program or service area; supervises subordinate personnel; and performs related duties as required.

### DISTINGUISHING CHARACTERISTICS

This is a journey level classification that performs a variety of professional and paraprofessional duties in a modern fast-paced urban library and is expected to perform specialized professional Librarian duties, which may include the supervision of other Library personnel. Positions in this class differ from those in the lower level Librarian I class in that incumbents work with only general direction and are responsible for the coordination of one or more service area such as reference services, branch services, cataloging, technology, or other special services.

### SUPERVISION RECEIVED

General direction is provided by management staff or the Director of Library Services.

### SUPERVISION EXERCISED

May provide direction and supervision to other professional librarians as well as direct and indirect supervision of library clerical staff.

### ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Plans, organizes, directs and coordinates the functions of a major service area of the library.

Makes recommendations on selection and withdrawal of books, periodicals, display materials, and audio or video or e-materials by reading reviews, and other sources, and keeping up with current trends and making recommendations to the Director of Library Services.

Performs reference and readers advisory work in person, by telephone or other communication means, by verifying the patrons' needs through the reference interview process, and answering questions or exploring alternative sources of information such as other resources, agencies and libraries.

ESSENTIAL DUTIES (continued):

Updates factual material and coordinates loan services with other libraries. Assesses technology needs, evaluates system needs and makes recommendations for purchasing or improving equipment and programs based on current industry standards.

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.

Independently performs complex cataloging and classification review and related activities as assigned.

Directs or participates in community programs such as library tours for community groups, special programs for children and adults including technology services and on-site visits to represent the library.

Attends job-related meetings such as weekly staff meetings, Bay Area Library Information Systems meetings and/or other area meetings.

Prepares and submits performance evaluations on subordinate staff.

Monitors section functions, submitting timely reports that chronicle significant changes and budget needs/concerns.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Current library industry standard procedures, trends, and subject matters including electronic databases and reference materials, cataloging, classification of library materials, adult and children's reader advisory services, circulation, processing, and automated systems.

Library materials selection techniques. Includes the ability to read literary or technical reviews and publishers catalogs and make recommendations for purchase or withdrawal, balancing what is needed in the collection in terms of quality and community needs.

Adult and children's literature including specific titles and trends.

Integrated Library Systems, circulation, processing, automated systems, automated self-service and patron interfaces.

Adult and children's technology-based program and services.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to:

Establish and maintain effective professional relationships with those contacted in the course of work; interface effectively with members of the public under adverse circumstances.

Handle competing priorities and work with constant interruptions from the telephone, members of the public and subordinates.

Make independent judgments and choose appropriate solutions relative to day-to-day activities; Tenacity for solving problems.

Creativity and openness to new ideas including ability to think of new projects and activities responding to community needs and based on industry trends.

Relate with people of all ages. Includes working with groups of children, youth, adults or seniors, and skill in various types of programs like book talks, computer classes, craft activities, etc.

Interest and involvement in professional organizations and activities outside of regular work hours.

Classify and catalog a wide range of books and library materials using manual and/or automated procedures.

EXPERIENCE AND EDUCATION

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three (3) years experience working as a professional librarian with appropriate experience in reference technology, youth services, branch services, cataloging or other special services. Specialized subject knowledge is desirable.

Education: Possession of a master's degree in Library Science from an accredited college or university or equivalent.

License and Certificates: Possession and maintenance of a valid California Class C Driver's License OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

### SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical abilities and work environment:

Work in a standard office environment; travel to various locations and participate in meetings to conduct City business during day, weekend, and evening hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball, use standard office equipment; sit for prolonged periods of time; stand, walk, reach, twist, turn, kneel, bend, squat and stoop in the performance of daily office activities; converse by telephone, in person, and to small or large groups and be clearly understood; read and comprehend technical and complex documents; interact with the public and all different levels of City staff in a professional manner; and safely lift, carry and maneuver office supplies and equipment, documents, or boxes of work related materials, weighing up to 35 pounds. Essential functions must be performed with or without reasonable accommodation.

### PROBATIONARY PERIOD: One (1) Year

T795 Librarian II

June 1966

Revised September 1998

Revised July 2019

AAP GROUP: 4

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt