



JOB DESCRIPTION

PRINCIPAL LIBRARIAN

DEFINITION

Under supervision of the Library Director, plans and supervises the Library Department's reference services and circulation functions for adults, young adults and children; plans and supervises the library's acquisitions and technical services operations; provides highly complex staff assistance to the Library Director; is responsible for the library in the absence of the Director.

CLASS CHARACTERISTICS

The Principal Librarian is distinguished from the Senior Librarian in the degree of supervision received and the scope and variety of responsibilities, staff supervised and assistance provided to the Library Director.

EXAMPLES OF DUTIES

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

1. Directs, supervises and participates in development of the work plan for public services and acquisitions/technical services functions; assigns work activities, projects and programs; reviews and evaluates work products and methods.
2. Directs and supervises the reference function for adults, young adults and children.
3. Direct and supervises planning, implementation, operations and evaluation of circulation and registration policies and procedures.
4. Directs, supervises and participates in acquisitions, collection development and processing of adult, young adult and children's print and non-print materials.
5. Directs, oversees and participates in adult, young adult and children's programming and exhibits.
6. Recommends the appointment of personnel; evaluates employee performance; works with employees to correct deficiencies; recommends and implements disciplinary procedures as required.
7. Plans and provides staff training for professional, paraprofessional and clerical staff.
8. Works with the Library Computer Services Coordinator and other library and City staff to evaluate existing automated services and to develop and implement new library technologies.
9. Provides administrative and technical support to the Library Director on a variety of library service, circulation and automation, facilities management and administrative issues.
10. Assists in preparation of the budget; makes recommendations for staffing, equipment, materials and supplies; manages applicable areas of approved budget.
11. Responds to difficult citizen inquiries and complaints.



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12. Reviews, prepares and presents reports related to assigned tasks.
13. Makes presentations to community groups and agencies to further awareness of the library and its services.
14. Develops materials and promotional activities to heighten awareness of and assist patrons in use of the library, including bibliographies, pathfinders, articles and other publicity generating materials, events and activities.
15. Assumes responsibility for administration of the Library Department in the absence of the Library Director.
16. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.

QUALIFICATIONS/GUIDELINES

Education and/or Experience

The Principal Librarian shall possess a Master of Library Science or an equivalent degree from an American Library Association (ALA) accredited college or university and have five years' responsible professional public library experience; experience with electronic information systems is required; two years experience in a lead or supervisory capacity is required.

Knowledge, Skills and Abilities

Knowledge of principles and techniques involved in the operation and management of a modern public library; organization, objectives, programs, services and technology for a public library and their relationship to community needs; principles and techniques for reference research, selection, classification, indexing, cataloging, and organization of library materials; budgeting procedures and techniques; principals and practices of supervision, training and personnel management. Ability to organize, direct and implement a comprehensive reference and information services program to meet the needs of the community; develop a balanced and comprehensive library collection including print and non-print materials; analyze problems, identify alternative solutions and implement recommendations; interpret City and library policies, procedures and services; conduct detailed research and analysis; prepare relevant reports; supervise, train and evaluate personnel; communicate clearly and effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record.

ESSENTIAL ELEMENTS

Physical Demands

Sitting, walking, reaching, grasping, lifting, manual dexterity, clear speech-complex, clear-seeing, and driving (car).

Stress Factors

High pressure in assisting the public. Ability to interpret and explain actions to the public and Library Director.

Work Environment

Considerable work with the public and with staff; verbal contact, face-to-face and telephone.



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Mental Requirements

Reading complex, writing complex, analyzing, perception/comprehension and judgment.

Equipment

Computer, printer, telephone, calculator, photocopier and automated circulation equipment and software.