



JOB DESCRIPTION

SENIOR LIBRARIAN – *Children's Services*

DEFINITION

Under supervision of the Principal Librarian plans, supervises and participates in the library's public services and collection development for children; performs more difficult and responsible professional librarian work.

CLASS CHARACTERISTICS

The Children's Services Senior Librarian manages the children's services program of the Library; the position is distinguished from the Librarian classification by the level of responsibility assumed, the complexity of the duties assigned and the specialized knowledge of the principles, concepts and work practices of librarianship required.

EXAMPLES OF GENERAL DUTIES

General duties may include, but are not limited to, the following:

1. Directs, supervises and participates in the library's program of service to children.
2. Directs, supervises and participates in the development of children's print and non-print materials collections; participates in review and evaluation of electronic and on-line services and technologies for children; participates in the collection development of young adult print and non-print materials as requested.
3. Recommends the appointment of personnel; evaluates employee performance; works with employees to correct deficiencies; recommends and implements disciplinary procedures if required.
4. Plans and provides staff training for professional, paraprofessional and clerical staff.
5. Recommends goals and objectives to ensure that library services, programs and collections for children are relevant to the community served.
6. Assists in preparation of the budget; makes recommendations for staffing, equipment, materials and supplies; manages applicable areas of the approved budget.
7. Provides administrative support to the Principal Librarian on a variety of library service and administrative issues.
8. Responds to and resolves difficult citizen inquiries and complaints.
9. Reviews, prepares and presents various reports regarding children's service activities.
10. Makes presentations to community groups and agencies to further awareness of the library and its children's services.
11. Assists patrons by providing children's reference, information and reader's advisory services; provides orientations and instructional workshops for patrons in using the library including electronic resources.



JOB DESCRIPTION

12. Develops materials and promotional activities to heighten awareness of and assist patrons in use of the library's children's services, including bibliographies, pathfinders, articles and other publicity generating materials, events and activities.
13. Assumes responsibility for the administration of the Library Department in the absence of the Principal Librarian.
14. Without additional compensation, employees shall perform such additional acts or duties as the City Manager shall assign.

QUALIFICATION GUIDELINES

Education and/or Experience

The Senior Librarian shall possess a Master of Library Science or an equivalent degree from an American Library Association (ALA) accredited college or university and have three years' responsible professional public library experience; experience with reference and information services or children's services in a public library is required; experience with electronic information systems is required; some experience in a lead or supervisory capacity is highly desirable.

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; principles and practices of supervision, training and personnel management. Ability to organize, direct and implement a comprehensive program of service 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 Principal Librarian.

Work Environment

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

Mental Requirements

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

Equipment



JOB DESCRIPTION

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