



JOB DESCRIPTION

SENIOR LIBRARIAN – Reference Services

DEFINITION

Under supervision of the Principal Librarian, plans, supervises and participates in the library's adult reference public services and in its acquisitions, collection development and technical services operations; performs more difficult and responsible professional librarian work.

CLASS CHARACTERISTICS

The Senior Librarian manages the library's adult and young adult reference function and its acquisitions, collection development and technical services operations; the position is distinguished from the Librarian classification by the level of responsibility assumed, the supervisory responsibilities, the complexity of the duties assigned and the specialized knowledge of the principles, concepts and work practices of librarianship required.

EXAMPLES OF GENERAL DUTIES

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

1. Directs, supervises and participates in the library's reference and information services function for adults and young adults.
2. Directs, supervises and participates in assigned collection development areas of adult print and non-print materials; participates in review and evaluation of electronic and on-line services and technologies; participates in collection development of young adult print and non-print materials; supervises the library's acquisitions, cataloging and materials processing operations.
3. Recommends the appointment of personnel; trains and supervises employees; evaluates employee performance; works with employees to correct deficiencies; recommends and implements disciplinary procedures as 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 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 service activities.
10. Makes presentations to community groups and agencies to further awareness of the library and its services.



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11. Assists patrons by providing reference, information and reader's advisory services; provides patrons with orientations and instructional workshops on how to use the library, including its electronic resources.
12. Develops materials and promotional activities to heighten the public's awareness of the library's services and to assist them in its use, including bibliographies, pathfinders, articles and other publicity generating materials, events and activities.
13. 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.
14. Assumes responsibility for administration of the Library Department in the absence of the Principal Librarian.
15. 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; evaluate work methods for acquisitions, cataloging and processing library 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



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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

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