CITY OF LINCOLN

LIBRARIAN I/II

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications ***may not include all*** *duties performed by individuals within a classification. In addition, specifications are intended to outline the* ***minimum*** *qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Librarian I
Under general supervision, performs professional library activities, cataloging, reference, circulation, programming, and collection development; provides professional and technical assistance to the public. Performs other related duties as required.

Librarian II
Under general direction, plans, organizes, coordinates, and directs the day-to-day operations and activities in a branch or specialized program area. Performs journey level professional library activities, cataloging, reference, and circulation. Develops, coordinates, and supervises staff. Performs other related duties as required

DISTINGUISHING FEATURES:

The Librarian I/II is a flexibly staffed professional position in the Library Department. This position is responsible for providing quality technical and public services. Incumbents are expected to independently perform entry/journey level professional duties.

The Librarian I is the entry-level professional position. This position is distinguished from the Librarian II journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Employees work under general supervision while learning job tasks.

Librarian II is the full journey professional position. This position is distinguished from the Librarian I by the performance of the more advanced range of duties and responsibilities. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies of the department. This position supervises, coordinates, and is responsible for providing quality technical and public services. Incumbents are expected to independently perform duties in addition to supervision of a branch or specialized program area.

This class is distinguished from the Library Coordinator in the latter has supervisory and management responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Librarian I
Receives general direction from the Director of Library Services/Library Manager, Library Coordinator, or his/her designee, including direction in the implementation of Federal and State laws, codes and regulations. Exercises functional supervision over paraprofessional, volunteer, and other personnel as assigned.

Librarian II (in addition to the above)

Exercises full supervision over paraprofessional, volunteer, and other personnel as assigned. May be responsible for a facility in the absence of senior personnel. Exercises functional supervision over professional staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

Librarian I

- Provides instruction in library policies and procedures for patrons.
- Promotes and provides effective, courteous service and cooperation to meet the needs of the patrons, students, faculty, and staff.
- Solves complex and sensitive library problems independently and with assistance.
- Plans, develops, coordinates and implements programs designed to serve adults, including seniors, college students, young adults, children, and lifelong learners.
- Fosters literacy, encourages reading, provides materials and teaches the effective use of the public library.
- Exercises professional skills, initiative, and independent judgment.
- Provides reference and reader's advisory services to library patrons.
- Provides selection for assigned area and purchase suggestions to other selectors as needed.
- Maintains records and prepares reports.
- Listens, communicates, and interacts positively with co-workers to enhance effectiveness of work unit and to promote productivity of work team.
- Assists with locating and preparing grant applications and external funding opportunities for the support and enhancement of the library, including those that provide services to all our partners.
- Staffs the public services desks including Reference, Children’s and Circulation when scheduled.
- Performs outreach to community.
- Conducts and attends regular team meetings, including staff meetings.
- Participates in continuing education opportunities to improve and learn new professional and technical skills.

Librarian II (in addition to the above)

- Plans, organizes, coordinates and directs the day-to-day operations and activities of a specific service, such as a branch, technical services, or adult services.
- Participates in the hiring process by assisting in reviewing applications, conducting interviews, and recommending the appointment or promotion of staff.

- Seeks out grants and external funding opportunities for the support and enhancement of the library.
- Monitors budget of branch or specialized program area.
- May act as the librarian to the Sierra College satellite classes and future campus classes, and liaison to Sierra College Library by working with the college library staff and onsite faculty.
- Responsible for overseeing a collection budget of at least $25,000.
- Assists in the preparation for the annual library budget submittal.
- Prepares and coordinates schedules with other areas of the library.
- Provides advance reference and reader's advisory services to library patrons.

Special Conditions

- May be required to work some evenings and weekends.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. This position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Librarian I
Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Librarian I/II. A typical way of obtaining the required qualifications is to possess the equivalent of the following: a Bachelor's degree from an accredited university and a Master's degree in Library Science from an American Library Association accredited university. Library experience highly desirable.

Librarian II
In addition to the above, two or more years professional library experience in a public, school, or college library. At least one year direct experience that involves technical, children's or reference service experience in a library. Supervisory and customer services experience desired.

License/Certificate:
Possession of, or ability to obtain, a valid class C California driver's license.

Knowledge of:

Principles, policies, and procedures of a public library; library cataloging, classification,

selection, and reference; effective and positive customer service; library equipment, software, and resources used for circulation, cataloging, selection, and reference; the internet and its resources; public service procedures and practices; information resources; computer systems and programs; basic principles of mathematics; modern and standard office procedures, practices, software, and equipment; record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Librarian II (in addition to the above)
Supervision, training, evaluation, and motivation; effective strategies for library outreach and programming; budget preparation, implementation, and monitoring; advanced skills in cataloging, classification, selection, and reference.

Ability to:
Share a love of libraries; keep up with the latest technology; develop professional, leadership, organizational, and decision-making skills; assist in developing and implementing library programs and services; research, and utilize equipment, software, collections, and other library acquisitions; perform both technical and analytical library tasks; interpret and apply administrative and departmental policies and procedures; analyze situations appropriately and adopt effective courses of action; perform mathematical calculations quickly and accurately; assist in developing or revising procedures to improve effectiveness and comply with changes; assist in preparing reports, grants, and keep accurate records; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze issues and develop and implement an appropriate response; work with staff and patrons from diverse backgrounds and cultures; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Librarian II (in addition to the above)
Coordinate and supervise the activities of a branch or specialized program area of the library; make presentations to a variety of community groups; implement, explain and apply applicable laws, codes, regulations, and policies: plan, organize, train, evaluate and direct work of assigned staff; develop or revise procedures to improve effectiveness and comply with changes; prepare reports, grants, and keep accurate records; analyze complex issues and develop and implement an appropriate response; learn methods and techniques of scheduling work assignments.

Skill to:
Operate an office computer and a variety of word processing and software applications.

Salary Range:	Refer to Professional / Administrative Salary Schedule
FLSA:	Exempt
Employee Group:	Professional / Administrative
Effective:	**07/01/17**