GENERAL PURPOSE

To plan, direct and supervise activities as directed by the City Librarian, including the selection, cataloging and reference use of materials and resources; provides library services and instruction to all age groups; and performs a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

**Librarian I** -- This is the entry level within the Librarian Series. Employees within this class are distinguished from the Librarian II and III by the performance of routine tasks and duties. Positions in this class are flexibly staffed and may advance to the Librarian II level when training and experience are sufficient to perform at the journey level and when an opening occurs. Librarian I functions under the general supervision of the City Librarian.

**Librarian II** – This is the journey level within the Librarian series. Employees within this class are distinguished from the Librarian III by the performance of more advanced librarian tasks and duties. Positions in this class are flexibly staffed and may advance to the Librarian III level when training and experience are sufficient to perform at the full journey level and when an opening occurs. Librarian II functions under the general supervision of the City Librarian. Librarian II may supervise the activities of part-time and volunteer workers in the Children’s Department.

**Librarian III** -- This is the full journey level class within the Librarian series. Employees within this class are distinguished from the Librarian II by the performance of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance and are fully aware of the operating procedures and policies of the work unit. Librarian III functions under general supervision of the City Librarian. Librarian III may supervise the activities of subordinate part-time and volunteer workers.

ESSENTIAL FUNCTIONS

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

**Duties:**

**Librarian I and II:**

Responsible for the day to day operations of designated library department; plans, and organizes the activities and programs of the designated library department; organizes, plans and assumes responsibility for individually assigned tasks.

Assists children and adults in effective use of library resources, services and facilities; assists children and adults in effective use of library resources; serves, as assigned, at the reference desk.
Classifies and catalogs library materials; responsible for reviewing, discarding and replacing materials in the library collection; develops and maintains special files, bibs, collections and resources.

Assists with the preparation of statistical reports, program marketing and volunteer outreach; participates in the development and implementation of strategic goals and objectives.

Performs related duties as assigned.

**Librarian III**

Responsible for day to day operations of designated library department; instructs subordinates on policy matters and administers the department’s activities within established policy guidelines.

Initiates and carries out new library activities; studies and recommends improvements to work procedures; supervises maintenance and organization of library records; and develops and maintains special files, bibs, collections and resources.

Plans and participates in community outreach and services, and related programs as assigned.

Evaluates the book collection to determine the need for additions, deletions or repairs; classifies and catalogs library materials; provides reference services and instruction to library patrons; advises patrons on choice of reading materials and instructs them in the use of books and the library.

Speaks to groups on books and library services; consults and advises on public library service to elementary schools; attends and participates in staff meetings, conferences and professional meetings; and participates in the overall development of strategic planning for library systems and services.

Performs related duties as assigned.

**LIBRARIAN I/II QUALIFICATIONS**

**Knowledge, Skills and Abilities:**

**Knowledge of**

Professional library practices, principles and materials; reference sources and cataloging techniques; reading interest levels; and current and classic authors and books.

**Skills/Abilities**

Perform reference work; select appropriate library materials; analyze difficult problems and recommend solutions; plan and execute library programs independently; work with minimum supervision; communicate clearly and concisely orally and in writing; operate a computer, calculator, telephone, copy machine, and library equipment; respond to the public’s and staff’s requests for assistance, both on the phone and in person; prepare reports; perform mathematical calculations and sort/file documents;

Deal tactfully and effectively with the general public; establish and maintain an effective working relationship with fellow employees; sit for up to two hours at a time; lift up to 15 pounds; and get from one location to another in the course of doing business, including climbing stairs.
LIBRARIAN III QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of
Principles and practices of modern library services; reader interest levels, trends and current literature; modern library organizations, services and equipment; books, sources, bibliographies, reference materials, cataloging and classification plans.

Skills/Abilities
Administer a comprehensive program of library services for adults and children; promote interest of children and adults in books and in library services; advise and select books for readers which will meet their needs; work independently with minimum supervision; communicate clearly and concisely, orally and in writing; operate a computer, calculator, telephone, copy machine and library equipment; understand and respond to the public’s and staff’s requests for assistance both on the phone and in person; prepare reports, perform mathematical calculations and sort/file documents.

Deal tactfully and effectively with the general public; establish and maintain an effective working relationship with fellow employees; sit for up to two hours at a time; lift up to 15 pounds; and get from one location to another in the course of doing business.

Education and Experience:
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education
A Master's degree in Library Science from an American Library Association accredited college or university.

Experience
Librarian I/II -- One (1) year experience with children’s literature and/or library programs.
Librarian III -- Three years of increasingly responsible professional librarian experience.
One (1) year in a supervisory capacity in a Library of recognized standing.

Licenses/Certificates
Possession of a valid California Class C driver’s license.

Physical Demands and Work Environment

Physical demands
The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is regularly required to sit at a desk and in meetings for long periods of time; talk or listen, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Vision abilities required include close vision, distance vision, peripheral vision, and the ability to adjust focus. Lift up to 15 pounds, intermittently,
twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral communication skills; know and understand laws, regulations and codes; remember personnel rules, legal and code requirements; and explain policies and procedures; interact with City management, other governmental officials, employees and the public.

**Work environment**

Characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job indoors, the work environment is generally in a temperature controlled office. Noise levels in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, telephones and other office equipment.

Department: Community Services  
Classification: General Employees  
FLSA Status: Non-Exempt  
Revised: 7/1/13