

CITY OF GLENDORA

LIBRARIAN I LIBRARIAN II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision (Librarian I) or direction (Librarian II), performs professional library work pertaining to the maintenance of collections of library books and materials; provides services to patrons; performs professional library work related to book selection, reference services, and special programs; performs related duties as required.

CLASS CHARACTERISTICS

Librarian I: This is the entry level class into the professional librarian class series. Incumbents perform the less difficult and more routine library work. Librarian I's are normally trainee positions with the incumbents advancing to the Librarian II level as the difficulty and complexity of duties increase and upon obtainment of the required experience.

Librarian II: This is the journey level class in the professional librarian class series and incumbents are required to perform the full range of professional level librarian work.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Assists groups and individuals in locating and obtaining materials; furnishes information or schedules and provides orientation/tours of library facilities and services offered; explains and assists in the use of reference materials and sources. (a d e j k m o p r)
2. Provides specialized reference assistance or instruction requiring knowledge of library collection, reference books, electronic information resources, and materials; compiles bibliographies of library materials for adults or young people; uses appropriate information technologies to conduct research and obtain information for clients; may answer verbal or written inquiries regarding special reference subjects; answers correspondence on special reference subjects. (a d e j k m o p r)
3. Provides remote-access reference services; interacts with patrons in electronic format via the Internet; provides reference services through live chat and e-mail. (a d e j k m o p r)

4. Plans and provides imaginative, dynamic services and programs that stimulate awareness of and interest in reading and learning from early childhood through pre-teenage; assists children and adults in locating reading materials and finding resources to answer questions related to home, school and hobbies; maintains a close working relationship with schools and day-care centers to ensure that library services meet the needs of students; may plan, coordinate and evaluate a summer reading program and additional programs year round to stimulate reading among preschool and school age children. (a c d e f g h i j l m n o q r)
5. Assists in the selection, ordering, cataloging, and classification of new books and materials; according to judgment, determines which books and materials need binding, replacement, or withdrawing; may assemble and arrange displays of books and other library materials; may evaluate and select for purchase literature and audio visual materials of interest to children and parents; may monitor use of the collection and ensure that sufficient copies of needed titles are available and in good condition. (a c e h k m o p q r)
6. Plans, directs, and participates in special projects and programs including those involving library promotion and outreach activities; maintains active role in community organizations to promote library services; recruits and trains volunteers; may coordinate an extensive youth volunteer program and provide information and/or assistance to library fund-raising support groups for the enhancement of children's services and/or collections. (a b e f g h j k m n o p)
7. Serves as publicity coordinator as assigned; collects information from various units regarding upcoming programs, events, and activities; compiles information and presents it to development office for submittal to local media. (a b e j k l m n p r)
8. Attends meetings, conferences, or other functions; coordinates with other organizations to plan, organize, and conduct public presentations on current issues while emphasizing the library as a supporting partner and source of information on various issues and topics; provides information or participates in discussions regarding Library activities; may deliver oral presentations to school classes, day-care centers, and community groups. (a b e j k m n)
9. Participates in monitoring assigned budget including budgets for supplies and library materials; reviews and evaluates expenditures. (a c h k q r)
10. Maintains cutting edge knowledge of technological advances related to library services and operations; locates and evaluates new technologies and database services; provides recommendations for purchase (a j p q r)
11. Supervises and provides instruction, and otherwise assists in the training of other Library personnel; monitors work flow and assigns projects; reviews and evaluates employee performance. (a e f g h j k m q)
12. Stays informed regarding trends in the library profession by reading professional literature and attending conferences/seminars and in-service training. (a e j k m o r)

13. As assigned, assumes responsibility for the library including supervision of staff, security of the facility, and the safety of the public. (a e f j k m o)
14. Assumes responsibility for supporting the library's networked public access information systems including the Internet, library automation system (POLARIS) and other on-line systems; coordinates, develops and maintains the Library's website; may serve as or assist the City's Webmaster; coordinates staff and public training on use of electronic resources; coordinates support for workstations and peripherals. (a b d e f h j k m n o p q)
15. When assigned to Children's, assumes responsibility for regular children's programming including conducting regularly scheduled storytimes and coordinating with other staff for storytimes; coordinates regularly scheduled children's events and other outreach activities. (a b d e h i j l n r)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- a. Communicate clearly and concisely, both orally and in writing.
- b. Make presentations on library programs.
- c. Select and catalog books.
- d. Assist patrons in the selection of appropriate library materials.
- e. Work independently and effectively.
- f. Train personnel on unit activities, procedures and regulations.
- g. Recruit, schedule and supervise large numbers of youth volunteers and part-time staff.
- h. Operate programs within allocated amounts.
- i. Conduct a variety of programs to promote reading activities or interest in library services.
- j. Communicate effectively with a variety of personnel and establish/maintain effective working relationships.
- k. Explain and apply policies and procedures.
- l. Operate visual equipment.
- m. Understand and follow verbal and written directions.
- n. Promote community interest in library services.

- o. Perform technical library tasks.
- p. Operate a computer and use a variety of computer software.
- q. Keep accurate records.
- r. Conduct research and collect information regarding a variety of subjects.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Librarian I: Enrollment in a Master's degree program in Library Science or Library and Information Science from an ALA accredited program. A Master's degree in Library Science or Library and Information Science is highly desirable.

Librarian II: A Master's degree in Library Science or Library and Information Science from an ALA accredited program and two years of experience as a librarian.

The Children's Librarian position requires at least two years of experience working with children.

The Systems Librarian must have experience with library automation systems. Knowledge of web design and use of front page software application is highly desirable.

Knowledge and Skill Levels

Considerable knowledge of the principles and practices of professional library work; use of various library tools including databases and web resources; practices involved in the processing of library materials; principles of supervision; public relations skills; automated systems and computers relevant to the operations of a library and information access; knowledge and application of cutting edge technology to enhance library services; classical, contemporary, and popular literature, non-fiction, and authors; when assigned to Children's Librarian position: children's authors, titles, reading levels and library classifications.

Special Requirements

Ability to work various shifts including evenings and weekends.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office/library setting. Duties are often performed at a customer service counter, desk or computer terminal; subject to noise from library operations and from office equipment operation; frequent interruptions and contact in person and on the telephone with the general public, City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office/library setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised by *Johnson & Associates LLC* June, 2006