



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

To perform professional library work in various divisions of the City Library and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Librarian I: This is the entry-level class for the professional library series. This class is distinguished from the Librarian II by the performance of the more routine tasks and duties in any library program area which requires the application of fundamental library science principles and practices. Assignments are generally limited in scope and within the framework established by higher level employees.

Librarian II: This is the fully trained and experienced class of librarian in the professional librarian series. Incumbents perform the more complex tasks and will often supervise the work of others. This classification is distinguished from the Librarian I classification by the greater complexity of the assignments received. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the lower level class of Librarian I, or, when filled from the outside, require prior professional library experience. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the classification and meet the qualification standards for the class.

SUPERVISION RECEIVED AND EXERCISED

Librarian I: Receives direction from higher level Librarian positions. May exercise functional and technical supervision over lower level library personnel.

Librarian II: Receives general supervision from higher level Librarian positions. May exercise functional and technical supervision over lower level library personnel.

ESSENTIAL DUTIES *(Include, but are not limited to the following)*

Depending upon assignment, duties may include but are not limited to the following:

- Serve at a reference desk; research and respond to reference questions by phone, in person, or electronically.

- Assist patrons in use of library collections through reference interviews, database, and web searches, reader's advisory, and instruction in the use of the online catalog, computer software, and other technology that is used in the library.
- Maintain current knowledge of materials, resources at BPL and throughout PLS and refer patrons as required.
- Establish liaison with appropriate agencies and organizations within the community in order to promote library services and facilitate programming and service delivery.
- Plan, schedule, and arrange publicity and present a variety of programs for assigned area.
- Promote library services to generate increased usage.
- Maintain print and electronic collections as assigned including weeding, selection, replacements and ongoing maintenance.
- Respond to patron complaints and problems.
- Design and implement training to the public.
- Select and collaborate with the Collection Development team to provide relevant collections based on knowledge of community and/or target audience interests.
- Maintain awareness of emerging trends in technology, reference services, and librarianship
- Perform other related duties as assigned.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Knowledge of:

- Principles and practices of professional library work including methods, practices, and techniques of library classification and cataloguing.
- Reference methods, techniques, and sources used in library work.
- Materials and services available in public libraries.
- Search strategies used for retrieving information from electronic databases and the internet.

Ability to:

- Operate computers, printers, copiers, and any other equipment commonly utilized in a library.

- Clearly, succinctly, and effectively communicate ideas and thoughts both verbally and in writing with a diverse population.
- Recognize and set priorities, and to plan, coordinate and organize own work.
- Work a varied schedule, including evenings and weekends.
- Use diplomacy and tact to establish and maintain relationships with customers, subordinates and peers.
- Operate with a minimum of supervision and work collaboratively in a team environment to find solutions to problems.
- Manage time to maximize productivity.

Skills:

- Reading, writing, speaking and understanding the English language.
- Working effectively, with a teamwork orientation, in daily activities as well as addressing problems and unique situations.
- Using independent judgment and making good decisions when resolving problems relating to employees and patrons/public.
- Basic technological competency such as knowledge of hardware, word processing, web browsers, online library catalogs, e-mail, operating system, files and folders.
- Use of computer hardware and software including the Internet and electronic databases.
- Diagnosing problems and developing solutions.
- Listening to, understanding and interpreting the concerns of system users.
- Establishing and maintaining good customer relations.

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

Education and Experience

Librarian I: A typical means of gaining appropriate education and experience would be the possession of a Master’s Degree in Library Science from an ALA accredited graduate Library School.

Librarian II: A typical means of gaining appropriate education and experience would be the possession of a Master’s Degree in Library Science from an ALA accredited graduate Library School; experience working at least one year as a Librarian I in a library operation comparable to Burlingame.

Licenses/Certificates: Possession of a Class C, California Driver’s License.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Ability to stoop, bend and crouch to retrieve materials and books; lift and/or move books or other materials weighing up to 50-pounds; push/pull carts up to 150 pounds; sit, stand and walk for long periods of time; talk and hear well enough to communicate with

patrons; use hands to finger, handle, or fell objects, tools, or controls; reach with hands or arms.

Work indoors in a library setting, including extensive work at a PC monitor and extensive close work. Extended periods of standing are required in some instances.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

A800
A801
LIBRARIAN I-II
AFSCME 829
NON-EXEMPT
REVISED: April 2005
May 2012