



LIBRARIAN III

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

Under general direction from the City Librarian, to function as a manager of one or more primary library programs such as reference, children's or technical services. Must provide direct or indirect supervision of all personnel assigned to their program area. Managers at this level form the core of the Library's management team. Librarian III assist in setting goals and direction for the library service programs.

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

Plan and supervise the complete operation of one or more primary library programs or services, including scheduling and prioritizing of work; approving time off; training personnel; conducting employee evaluation; and making effective recommendations on personnel actions. Coordinate assigned functions with department units and, where appropriate, with other City departments and public agencies. Assess community needs and interests; develop resources and/or make recommendations accordingly. Determine program priorities and evaluate existing programs. Assist in establishing and implementing system-wide goals, policies and programs. Evaluate and select books and other library materials. Prepare budget request and monitor expenditures. Plan, oversee, maintain computer based systems such as on-line catalogs, online systems, on-line databases, etc., as assigned. Personally perform professional reference work and assist patrons in using reference materials. May also be required to perform any of the duties set forth in the class specifications for Librarian I and Librarian II.

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: Library principles, systems and procedures; basic principles of supervision; the specialized program area assigned and other library programs and services in general; procedures related to cataloging, clarification, reference and research; and the organization and functions of municipal library systems.

Ability to: Effectively supervise the operation of the assigned program of service, acquire a through knowledge of Department programs, policies and procedures and working knowledge of applicable City policies; learn and utilize automated systems; communicate effectively, in writing and verbally, work effectively with those contacted in the course of work; and work extended or irregular hours.

Skills: Ability to use automated circulation systems, Microsoft office products, Internet access, and online systems efficiently.

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

Education and experience: Sufficient experience and education to satisfactorily perform the above duties. This is typically accomplished through obtaining a Masters in Library Science from an ALA accredited school and at least three years professional library experience in a public library including some supervisory experience.

License: Class C California Driver's license for branch librarian.

SPECIAL REQUIREMENTS:

Communicate and interact effectively and cooperatively with employees and library users of all ages; work under pressure of heavy service demands; be flexible in work scheduling; work as a part of a team; remain clam when dealing with difficult situations and difficult people handling situations with tact and firmness.

Ability to stoop, bend and crouch to retrieve materials and books; lift books or other materials weighing up to 3 pounds; sit, stand and walk for long periods of time; climb stairs; use independent judgment and initiative. Hear and see will enough to perform the above duties.

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LIBRARIAN III
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