CITY OF ST. HELENA

SENIOR LIBRARIAN

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 direction, supervises, evaluates, and performs a wide variety of technical and professional-level library support services related to patron assistance, circulation, automation, acquisitions, cataloging and processing; trains and supervises assigned staff; develops Library administrative policies; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Senior Librarian is the supervisory level position in which incumbents are expected to independently perform the full scope of assigned library support duties. This class series is distinguished from the next higher classification of Director of Library Services in that the latter is responsible for the overall management of the Library.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Director of Library Services. Exercises direct and indirect supervision over assigned library staff.

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

- Coordinates, supervises, and performs a wide variety of technical and professional level library support services related to patron assistance, circulation, automation, acquisitions, cataloging and processing.

- Participates in the development of library policies and procedures; recommends programs, projects and work assignments to the Director of Library Services; assigns work to staff; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance with applicable rules, policies and procedures; participates in the selection and training of library personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates disciplinary procedures as appropriate.

- Provides in-person and telephone reference services to the public, utilizing all available media and sources, through service and a public information desk; provides readers advisory services; assists public in use of library facilities, equipment, materials and on-line services; may supervise reference services for a division of the Library.

- Selects and maintains the collection of books and other materials in assigned areas; may oversee collection development activities of a library division.
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- Oversees cataloging and materials functions, including acquisitions, cataloging and physical processing of library materials; plans the organization of special collections; performs original and copy cataloging.

- Oversees circulation functions, including registering borrowers, charging and discharging materials, maintaining borrower accounts, archiving materials as appropriate and processing requests and inter-library items; assists patrons.

- Oversees the updating and maintenance of the Library’s collection; orders, invoices, receives and tracks materials.

- Assists in the development and administration of the Library budget; makes budgetary recommendations for various library sections and services; gathers information as requested by the Director of Library Services.

- Researches, compiles information, and prepares a variety of reports for other library staff or the public.

- Operates a variety of computer systems related to library services and record keeping; posts, files, maintains and inputs records; compiles data and prepares summary reports; orders and receives materials and processing payables; designs and updates the Library’s Internet page.

- Develops schedules and methods for performing assigned duties; works with other departments to coordinate library support and resources; maintains appropriate work records and documents; recommends procedural changes in library operations to improve efficiency and customer service.

- Addresses and responds to service questions, inquiries and complaints; establishes and maintains a customer service orientation within the department; responds to in-person and telephone requests for library materials, services and information; provides reference services to staff and the public.

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires 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.

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

QUALIFICATIONS:  
(The following are minimal qualifications necessary for entry into the

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Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Senior Librarian. A typical way of obtaining the required qualifications is to possess the equivalent of three years of directly related library experience with at least one year acting in a lead and/or supervisory capacity, and a master’s degree in library science. Additional experience may be substituted for the master’s degree requirement.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver’s license.

KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample of the KAS’s necessary to perform essential duties of the position.)

Knowledge of:

Principles and practices of library routines, procedures and services; principles and practices of facilities management, purchasing and records management; principles and practices of library cataloging and classification systems; public desk procedures and methods of providing services and information; library equipment and resources; standard library automated circulation and borrower services; information sources and methods; cataloging principles, bibliographic utilities; computer systems and programs, including UNIX; cataloging and bibliographic search procedures, including specialized library software; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Supervise, coordinate, schedule and participate in a variety of task relating to providing library services; make sound decisions within established guidelines; research and utilize reference systems; develop and maintain a budget; effectively organize, direct and review the work of assigned staff; maintain confidentiality of sensitive information; plan, organize, train, evaluate and direct work of assigned staff; interpret, explain and apply applicable laws, codes and regulations; 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 a complex issue, and develop and implement an appropriate response; 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.

Skill to:

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