

CITY OF SALINAS

LIBRARIAN II

BARGAINING UNIT/CLASS CODE:

SMEA / 26.6026

DEFINITION

To perform a variety of professional librarian duties including reference and information, technology and cataloging services, children's, youth or adult programs and services in the Library and Community Services Department.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the professional library series and is distinguished from the Librarian I level by the knowledge, skills and ability to perform the full range of duties as assigned with minimal instruction. Positions in this class are flexibly staffed and are normally filled by advancement from the Librarian I level. Under the direction of a library Manager, the Librarian II class may supervise staff in a library branch, division, bookmobile or community program.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from higher-level library positions. May exercise supervision over lower level library personnel and volunteers.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Assist in the development, implementation and coordination of programs and services including archives and local history; children, youth and adult services; technology and innovation; catalog services and collections; community programming and marketing. Collect, organize and index local history documents. Create and edit library catalog records, and develop and coordinate public programs. Evaluate and implement innovative technologies and public tools. Develop and coordinate ongoing library services such as marketing and distribution of information, program updates, research demographics, and collection development. Assist in the development of program budgets. Research, compile, review and evaluate data for reports and surveys. Attend and contribute to professional meetings. Supervise library staff and volunteers. Perform other related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and other communication tools, computers and technology, and related equipment; vision sufficient to read printed media and technology materials and hearing sufficient to conduct in person, telephone and technology equipment conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, climb and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 25 lbs; may occasionally lift up to 40 pounds of library materials; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions on materials, programs, services and public communications.

WORKING CONDITIONS

Business office working environment subject to sitting for prolonged periods of time, and occasionally standing at a counter for long periods of time, bending, crouching, or kneeling at files; reaching in all directions and prolonged periods of time working at a computer terminal, working on the bookmobile or in technology online conditions. May be required to drive vehicle, bookmobile or van to various sites in the City of Salinas.

**CITY OF SALINAS
LIBRARIAN II (continued)**

QUALIFICATIONS

Knowledge of:

Principles and practices of professional library work including methods, practices, and techniques for providing a full range of contemporary library services including: communications, trends, social media, marketing and technology; community programming and outreach; information research, data collection and distribution, demographics; programs and services to children, youth and adults; cultural and educational programs; basic supervision of staff.

Ability to:

Perform contemporary library programs and services including technology and social media communications. Assist library patrons with information, reference and related library questions. Establish and maintain cooperative working relationships with the public and staff. Deal courteously and tactfully with the public. Communicate clearly and concisely, orally, in writing and in an online environment. Develop and implement programs in assigned specialty area. Learn and implement departmental practices and procedures. Supervise and train staff and volunteers. Effectively organize and manage workload, equipment and resources.

License or Certificate:

Possession of a valid California Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to a Bachelor's degree plus three (3) years of increasingly responsible professional experience in a library or educational organization or a Master's degree in Library and Information Science from a school accredited by the American Library Association and one (1) year of professional library experience.

Reviewed 
Department Director

Approved 
Human Resources Officer

Approval Date 6/15/17

**ORIG: 2-84, REV: 2-94, REV: 02-06,
REV: 02-12, REV: 09-12, REV: 7-16,
REV: 5-17**