

CITY OF SALINAS

SENIOR LIBRARIAN

BARGAINING UNIT/CLASS CODE:

AMPS / 102

DEFINITION

To perform advanced professional public library work involving supervision of a specialized library program such as a branch library, youth services, computer and technical services or reference and readers' advisory services.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the professional library series and is distinguished from lower level professional library classes by assuming supervision of a specialized library program, and by the performance of more complex and difficult assignments.

SUPERVISION RECEIVED AND EXERCISED

Receive direction from the Deputy City Manager or Library Administrative Manager. Exercise supervision of subordinate professional, technical, clerical library personnel and volunteers assigned to area of responsibility.

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

Supervise a specialized library program such as a branch library, youth services, computer and technical services or reference and reader's advisory services. Direct, coordinate, supervise and formally evaluate the work of professional, technical and clerical library personnel and volunteers in a full supervisory capacity. Evaluate, select, catalog, and weed inventories of various library collections. Select materials for inclusion in special program collections and provide assistance in area of specialty in developing programs to stimulate reader interest. Oversee acquisitions, cataloging and physical processing of materials in various formats. Oversee the integrated library computer system (ILS). Conduct an active public relations program; make community contacts and participate in community activities. Assist in developing library policies and procedures in area of assignment. Respond to citizen complaints and inquiries. Assist in preparing program budget; monitor expenditures. Compile monthly reports and statistics. Recruit, train and supervise volunteer workers. Act as the library's representative to area professional organizations; attend Library Commission and Friends of the Library meetings. Conduct class visits to the library and perform library tours; visit area schools to promote library services. Promote and maintain safety in the work place. Perform 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, business machines and related equipment; vision sufficient to read printed materials and distinguish colors; hearing sufficient to conduct in person and telephone 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 20 lbs; may occasionally lift up to 30 pounds of books; 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.

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 pronged periods of time working at a computer terminal.

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

QUALIFICATIONS

Knowledge of:

Principles and practices of professional library work including methods, practices and techniques of library classification, cataloging, integrated library automation systems and reference activities. Public library materials selection standards and policies. Published materials in a variety of fields. Materials and services available in public libraries. Reference methods, techniques and sources used in library work. Principles and practices of organization, administration, budgeting, collection development and personnel management. Computer and cataloging standards and their applications (e.g., DDC, LCSH, MARC). Current trends and innovations in the field of library science and services.

Ability to:

Plan, develop, coordinate and supervise the activities and operations of a specialized library program. Develop and implement library programs and services in order to stimulate reader interests. Promote community interest in library services. Perform computer and technical library tasks. Maintain awareness of emerging trends in library technology and practices and have the ability to effect associated change. Establish and maintain effective working relationships with others. Deal courteously and tactfully with the public. Communicate clearly and concisely, orally and in writing. Supervise, train and evaluate subordinate staff. Effectively organize workload and function as part of a team. Take initiative, resolve problems and identify methods of improving services or operations. Effectively participate in planning, promoting and delivering exceptional services to the community. Effectively use basic office productivity software. Perform job functions at any of the library facilities. Participate in professional development activities.

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 M.L.S. degree from a school accredited by the American Library Association and three (3) years of increasingly responsible supervisory and professional library experience.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 2-94, REV: 03/06