

CITY OF GLENDALE

TITLE:	Librarian II	CLASS CODE:	413
REPORTS TO:	Library Manager or Librarian III	GRADE:	25
DEPARTMENT:	Library	FLSA:	E

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY

Plans, organizes and supervises the activities and staff within a functional, program, or service division of the library.

ESSENTIAL FUNCTIONS

1. Plans, organizes and supervises the activities and staff within a division of the library.
2. Manages library projects and programs.
3. Supervises and provides patron reference and reader services, performs on-line searches; assists the public and city department in the use of electronic databases.
4. Assists patrons in the formulation of research topics and strategies.
5. Resolves user complains and problems.
6. Develops, interprets, and enforces library policies, procedures and regulations.
7. Performs research, analyzes and compiles information for the library, City departments and educators, agency administrators, the public.
8. Creates MARC records for complex materials in English and foreign languages for local and international databases and insures the integrity of authority records.
9. Selects materials, evaluates collection, makes decisions regarding purchases.
10. Selects vendors and negotiates purchases of materials and services.
11. Develops and administers grants for the library.
12. Updates and monitors electronic databases.
13. Participates in the development and monitoring of the division budget.
14. Publicizes and promotes library services, programs, and collections.
15. Modifies or adds new programs or services based on data analysis.
16. Networks with other agencies to provide and obtain materials and services.
17. Functions as librarian in charge as required.
18. Develops and implements programs for and with outside agencies.
19. Conducts library tours.
20. After initiating contact, prepares and makes presentations for schools and community organizations on and off site.
21. Represents the library on committees and councils and at conferences and meetings.

SECONDARY FUNCTIONS

22. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Library classification, cataloging, and references
- Professional library theories, issues, and trends
- Principles and techniques of library materials selection, including standards and procedures
- Computerized cataloging, bibliographical, and circulation system databases
- Sources of information on specialized library materials as well as general book trade and review media
- Professional library publications and the literature of librarianship
- Specialized bibliographic and reference tools as well as general reference tools and services
- Materials and services available in public libraries
- Community agencies' functions and resources
- Research techniques and practices
- Effective supervisory practices

Ability to:

- Assist with selection, training, scheduling, supervising, and evaluating temporary, contracted, and volunteer staff
- Communicate with, and respond pleasantly to, a demanding and diverse public
- Work well with children, teen, and adult patrons
- Remain calm and efficient under pressure at the public service desk
- Communicate clearly and concisely, both orally and in writing
- Exercise initiative in the improvement, development, and conduct of library programs
- Develop professional expertise in selected subject areas and library system operations
- Maintain current awareness of professional issues and developments
- Establish and maintain effective working relationships with other City employees, coworkers, and the general public
- Organize indexing projects involved in opening collections of materials for better information access
- Relieve supervisors of administrative detail work by performing, or assisting in, such tasks as coordinating purchases, collecting, compiling, and analyzing monthly statistics and scheduling staff

WORKING CONDITIONS

Frequently lifts or moves library books.
Exposure to potentially hostile persons or situations.

MINIMUM QUALIFICATIONS

Master's Degree in Library Science from an American Library Association accredited University and two years of professional library experience.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Duties require evening, weekend, and holiday work.