

CITY OF GLENDALE

TITLE:	Librarian III	CLASS CODE:	414
REPORTS TO:	Library Manager	GRADE:	27
DEPARTMENT:	Library	FLSA:	E
JOB SPECIFICATION DATE: July 1, 2005 bwg			

JOB SUMMARY

Plans, organizes and manages services, activities and staff in a program area within a library or division, replaces the Library Manager when absent.

ESSENTIAL FUNCTIONS

1. Plans, organizes and manages services the activities and staff within a division of the library.
2. Manages the collection development function, administers book budget and develops and implements selection development policies.
3. Acts as second in command for the library manager in charge of their division.
4. Supervises professional, paraprofessional, and clerical staff.
5. Participates in conducting research and providing in-depth reference services.
6. Coordinates and/or supervises a program area and regularly acts as a project lead.
7. Resolves oral and written complaints from citizens and others as necessary.
8. Develops long range plans and operating policies and procedures for assigned program area.
9. Reviews and analyzes surveys, user statistics and other data, prepares reports of findings.
10. Selects vendors and negotiates purchases for print and non-print collections.
11. Develops and administers grants for the library.
12. Develops materials and methods to promote and publicize programs and services.
13. Modifies or adds new programs or services based on data analysis for their system.
14. Represents the library on committees and councils and at conferences and meetings.
15. Participates in the development and monitoring of the division budget.

SECONDARY FUNCTIONS

16. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Modern supervisory methods and techniques
- Theories, principles, practices and technology of library science
- Principles and practices of public library operation
- Books, periodicals, media, and other library materials
- Electronic information technologies and library automated systems
- The application of community-specific demographics to services

Skill in:

- Conducting research
- Customer service
- Use of a personal computers and automated library systems

LIBRARIAN III

Ability to:

- Supervise, train, and develop employees effectively
- Identify and use appropriate library resources
- Plan, coordinate and supervise the activities and staff of a library division
- Evaluate a library collection, determine current trends and select new materials
- Develop and monitor a budget
- Communicate effectively verbally and in writing
- Assist patrons and resolve patron problems and complaints in an effective manner
- Establish and maintain effective working relationships with City staff, other agencies, vendors, and the public
- Develop marketing techniques to promote programs and services, conduct research, compile findings, and prepare clear and concise reports

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 three years of professional library experience with one year of supervisory experience.

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

SPECIAL REQUIREMENTS

May be required to work evenings, weekends, and holidays.