

CITY OF GLENDALE

TITLE:	Librarian IV	CLASS CODE:	416
REPORTS TO:	Library Manager	GRADE:	29
DEPARTMENT:	Library	FLSA:	E
JOB DESCRIPTION DATE: June 19, 2006 cm			

JOB SUMMARY

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of a function that has system-wide impact with the Glendale Public Library System; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Library Managers. The Librarian IV is distinguished from the Librarian III by the formers responsibility for the management and supervision of a function that has system-wide impact. Typical areas of management responsibility include Reference Services, Youth Services, Collection Development, and Bibliographic Services.

ESSENTIAL FUNCTIONS

May be assigned any combination of the following duties dependent upon Library System needs or individual position requirements:

1. Responsible for managing a function that system-wide impact within the Glendale Public Library System, such as Reference Services, Youth, Services, Collection Development, and Bibliographic Services.
2. Participates in the development and implementation of goals, objectives, and priorities for assigned programs and functional area of responsibility.
3. Plans, directs, coordinates, and reviews the work plan for assigned technical and professional library staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
4. Participates in the selection of assigned staff; supervises, trains, motivates, and evaluates technical and professional library personnel; provides or coordinates staff training in areas of specialization.
5. Participates in the development of assigned budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
6. Supervises and conducts community needs assessment and system-wide collection development.
7. Serves as staff on a variety of committees; participates in community meetings and conferences as a representative of the Library System; negotiates and resolves sensitive and controversial issues.
8. Provides staff assistance to Library Managers.
9. Serves as resource to staff regarding areas of specialization.
10. Attends professional group meetings; stays informed of trends and innovations in the field of library science.
11. Performs the full range of professional librarian duties as required.

SECONDARY FUNCTIONS

12. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

The library service area to which assigned
Library services, programs and organization, including staffing and equipment
Collection development principles and strategies as well as tools for selection in specific categories
Public library philosophy and practice, and professional ethics and obligations
Acquisitions principles and strategies including tools and resources for acquiring materials
Principles and practices of supervision, training, and performance evaluation
Principles and practices of library science
Reference sources and methods and other information-acquisition methods
Library automation principles and practices, computer equipment systems and software

Ability to:

Develop, organize, plan and coordinate programs or operating procedures within assigned areas
Supervise, train, and evaluate staff
Oversee, direct, and coordinate the work of others
Conduct accurate and thorough research and analysis, identify alternative solutions, project consequences of proposed actions, implement recommendations, and prepare clear and concise reports
Interpret library policies and procedures to both public and support staff
Communicate effectively, clearly and accurately, both orally and in writing
Operate office equipment, including computer equipment related to library automation
Establish and maintain effective working relationships with other employees and the general public.
Willingness to work Library System's schedule of hours

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 four years of increasingly responsible experience in a professional level library position related to area of assignment, including two (2) years at the supervisory level.

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.