



LIBRARIAN III

DEFINITION

To plan, organize and supervise personnel in the day-to-day activities of the library; oversee the maintenance of Library building, grounds and equipment.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Library Services Director. Responsibilities include direct and indirect supervision of professional, technical and clerical staff.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

To plan, organize and supervise library personnel in the day-to-day activities of the library; review work methods and interdepartmental procedures to ensure effective work flow and compliance with established policies and procedures; select, train and evaluate assigned personnel; work with employees to correct deficiencies.

Oversee the maintenance of the Library building, grounds and computer equipment, including the coordination and monitoring of outside maintenance contracts and work performed.

Perform the most complex professional librarian duties including reference, cataloging and inter-library loans.

Assess patron needs and advise them in making effective use of library resources and services; assist patrons of all ages by answering reference questions and selecting print and non-print materials.

Prepare comprehensive and complex departmental reports by researching, summarizing, and analyzing information from a variety of sources; conduct periodic surveys on library usage.

Regular and consistent attendance.

Work cooperatively with others.

Participate in the development and implementation of goals, objectives, policies and priorities including current and advanced library activities; assist in the preparation, analysis, and administration of program budgets.

Develop and maintain appropriate procedure manuals.

Represent the Library in organizations, community, and professional meetings as required.

Promote and maintain safety in the work place.

Serve as Acting Library Director as assigned.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, laws, policies, methods, and practices of public library administration.

Principles and practices of contract administration, management and supervision.

Library classification, circulation, distributing, cataloging and reference techniques and practices.

Patron advisory methods and practices.

Statistical research and reporting methods, techniques and procedures.

Safety principles, practices and procedures.

Operation and programs of a personal computer.

Skill to:

Plan, coordinate, and prioritize a variety of projects.

Persuade and motivate individuals and groups toward the successful accomplishment of shared goals and objectives.

Provide information to the general public regarding library department services.

Perform complex professional library work in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Collect and analyze data and develop complex reports.

Supervise and evaluate assigned staff.

Effectively operate a personal computer.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Manage, direct, coordinate and evaluate the work of professional and technical personnel.

Develop cooperative public relations with contractors, other City departments, business owners, and the general public.

Analyze and compile technical and statistical information; prepare clear and concise technical reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Ensure compliance with Federal, state and local rules, laws and regulations.

Understand and implement effective facility maintenance practices.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Possession of a Master of Library Sciences Degree from an accredited college or university.

Experience:

Three years of increasingly responsible experience in professional public library administration.

A handwritten signature in black ink, appearing to be 'D. M. F. W.', written over a horizontal line.

Human Resources

Council Action: May 5, 1998