

TITLE: SENIOR LIBRARIAN

DEFINITION: Under general direction, directs the activities of a branch library or a major section at the Main Library and performs complex library work, including the supervision of subordinate professional librarian staff.

EXAMPLES OF DUTIES:

- Plans, assigns, supervises, and evaluates work of professional and non-professional library staff;
- Trains and develops staff members;
- Participates in the development and implementation of library programs and services;
- Assists in the implementation of library goals and objectives;
- Assists in developing and monitoring budgets;
- Recommends and implements library policies and procedures;
- Prepares regular and special statistical and narrative reports;
- Develops and maintains the library collection for relevancy and currency;
- Represents the City and Library system at professional meetings;
- Responds to inquiries and complaints regarding library services;
- Participates in outreach to the community, community organizations, and schools;
- Advises and assists library patrons in making effective use of information and sources;
- Demonstrates the use of public access computers and other reference tools;
- Researches and responds to reference questions, or refers questions as appropriate;
- Develops and maintains the integrated library system;
- Schedules and provides library tours;
- Reviews and evaluates new publications and materials;
- Prepares and designs books displays, posters, and other library displays to engage reader and community interest; and
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

Master's Degree in Library Science from an American Library Association accredited college/university, with three years of full-time professional librarian experience;

Knowledge of management principles and techniques, including budgeting and employee supervision, training and evaluation;

Knowledge of theories, principles and practices of collection development;

Knowledge of the Dewey Decimal Classification and Integrated Library Systems;

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Ability to analyze data, recognize problems, arrive at sound conclusions and make logical recommendations and/or decisions;

Knowledge of research techniques using print, media and electronic resources;

Ability to take initiative in developing library services in response to community needs and to improve the delivery of existing program;

Ability to operate library automation system and other computer equipment;

Ability to effectively communicate both orally and in writing with a diverse ethnic socioeconomic constituency;

Ability to prepare clear and concise reports, correspondence and other written materials;

Ability to mitigate customer service issues;

Ability to contribute to a successful team effort;

Willingness to work irregular hours, evenings, weekends, and holidays;

Valid motor vehicle operator's license.

HISTORY:

Class Consolidation with Department Librarian I-II

APPROVAL DATE:

03/01/17 – Civil Service Commission