

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 book displays, posters, and other library displays to engage reader and community interest; and
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Master's Degree in Library Science, Information Science or a related degree accredited by the American Library Association **AND**
- Three years of increasingly responsible full-time, paid professional librarian experience, including one year of supervision or lead responsibility for professional or technical staff in a library.

KNOWLEDGE, SKILLS AND ABILITIES:

- 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;
- Knowledge of research techniques using print, media and electronic resources;
- Ability to analyze data, recognize problems, and take appropriate course of action according to department policies and procedures;
- Ability to take initiative in developing library services in response to community needs and to improve the delivery of existing programs;
- 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 supervise and participate in a successful team through the use of effective communication, collaboration and interpersonal skills.

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

A valid driver's license, or the ability to arrange necessary and timely transportation for field travel, may be required for some assignments.

HISTORY:

03/01/2017 – Adoption/Approval – Civil Service Commission

03/01/2017 – Department Librarian I-II Consolidated with Senior Librarian

04/28/2021 – Revised/Approval – Civil Service Commission