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## LIBRARIAN

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### **DEFINITION**

Under general supervision, performs professional and complex library work in the selection and maintenance of library materials and coordinating reference and cataloging services and special programs.

This position may be either full time or part-time. The part-time position is with statutory benefits only; position may work up to 28 hours per week, 999 hours per fiscal year.

### **SUPERVISION EXERCISED**

Trains and supervises subordinate personnel.

### **EXAMPLES OF DUTIES**

*Duties may include but are not limited to:*

Assist individuals and groups in locating library materials; provide information and orientation to library facilities and services; explain and assist patrons in the use of reference materials and sources.

Compile bibliographies of library materials.

Conduct research for patrons using technological resources; respond to correspondence regarding special reference inquiries.

Select, order, catalog and classify new books and materials; determine books and materials that need binding, replacement or removal from collection.

Develop book and other materials displays; develop and maintain social media presence.

Plan, develop and implement programs and materials promoting reading and outreach activities.

Read professional literature; attend conferences and training to stay abreast of trends in Library services.

Train and supervise subordinate personnel, including volunteers and interns.

Perform related duties as assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Standard library procedures, methods and computer equipment.  
Techniques used in dealing with the public and customer service.

Criteria for materials selection and removal.

Program development and implementation.

Techniques used in training and supervising subordinate personnel, including volunteers.

Ability and Skill to:

Create and present special programs for a variety of constituencies.

Alphabetize and numerically/chronologically sort materials.

Respond to questions from the public and staff.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Train and supervise subordinate personnel.

Perform duties of an emergency worker in the event of a natural or other disaster.

### **QUALIFICATIONS**

*Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:*

Master of Library Science and one (1) year experience in the library field. Bi-lingual skills desirable.

### **LICENSE OR CERTIFICATE**

Must possess or have the ability to obtain an appropriate CA DL and a satisfactory driving record; American Red Cross certifications in C.P.R./ First Aid and Automated External Defibrillator (AED) Essentials.



**ESSENTIAL JOB FUNCTIONS/A.D.A.**

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

