

LIBRARIAN II

Approved: June 2025

FLSA: Non-exempt

Unit: AFSCME



Definition
Under general supervision, develops, plans, schedules, assigns, and reviews the work of staff responsible for providing operational support to the City's library programs and related community services; performs a variety of professional librarian duties, including development of programs and services for target audiences, reference, collection development and management, and/or cataloging; identifies current community needs and projects future needs; identifies resources needed for program development and implementation; assists with program marketing and communication programs; and performs related work as required.
Supervision received and exercised
Receives general direction from assigned management or supervisory staff. Exercises direct supervision over assigned staff, contractors and volunteers.
Class characteristics
This is the journey-level classification within the Librarian series responsible for planning, coordinating, supervising and evaluating the work of assigned staff, contractors and volunteers; developing, implementing and evaluating library services and programs; and assisting and participating in the evaluation, selection, acquisition, retention, and special handling of various library materials. Incumbents are expected to function independently and exercise independent judgment, tact, and initiative. Employees in this classification provide direct supervision and training to staff and volunteers, and lead projects and programs within assigned area of specialty. Performance of the work requires the use of limited independence, initiative and discretion within established guidelines. This class is distinguished from Library and Community Services Supervisor in that the latter is a full supervisory class that has broader responsibilities for a wider range of programs.
Examples of typical job functions (illustrative only)
<p>Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.</p> <ul style="list-style-type: none">• Develops, plans, coordinates, schedules, assigns, and reviews the work of staff responsible for providing operational support to the City's library programs and related community services.• Ensures staff are properly trained in program operations; evaluates employee performance, counsels employees and recommends initial disciplinary action; assists in selection and promotion.• Trains staff on safety and maintenance for equipment used. May also provide training on techniques required for proper job performance and/or professional development.• Ensures the provision of a safe and healthy work and public environment; trains staff in safety measures; observes program activities and staff compliance with safety requirements.• Evaluates effectiveness of assigned programs; conducts surveys to identify participant satisfaction with assigned program; evaluates results and makes recommendations on program changes; researches new program ideas and makes recommendations to meet the needs of the community.• Determines and recommends equipment, materials, and staffing needs for program implementation; monitors program and staff time expenditures to ensure they are compliant with the budget provided; works with supervisor if additional resources are needed.• Receives and responds to public inquiries about programs and services; promotes public awareness of available services; assists the public in program registration; ensures excellent customer service is provided to the public.• Provides assistance to and advises patrons, including children, young adults, adults, and senior citizens in the effective use of library collection, facilities, and services; demonstrates the use of library resources, tools, equipment, and electronic reference sources; assists with digital downloads.• May participate in developing the collection for an assigned area of the library; review and analyze collection use to identify materials to be ordered, replaced, or removed; recommend books, media, and materials for purchase based on community needs and awareness of various cultures and socioeconomic backgrounds.• Answers readers' advisory and general reference questions by accessing a variety of print and non-print resources, including electronic resources; conducts effective reference interviews to assess and satisfy customer information needs.• Performs outreach to the community, community organizations, and schools to inform them on library services, programs, and collections.

- Performs special reading and research and participates in professional meetings, workshops, and conferences and continuing education programs, as appropriate to remain abreast of current literature and professional trends.
- Compiles and drafts library activity reports and statistics.
- May perform original cataloging of print and non-print materials; maintains and updates catalog files.
- Identifies and anticipates changing community needs and changes in technology or library best practices and develops plans, services, and programs to address these changes.
- Performs a variety of technical support related to the installation, operation, and maintenance of computer systems in the Library, including hardware, software applications, and computer programs; provides help desk support for Library staff; maintains, installs, and enhances software and hardware and peripherals.
- Coordinates, collaborates, and acts as program representative with other departments, agencies and external organizations in program and event planning and implementation.
- Administers assigned programs in accordance with relevant City, state and federal requirements.
- Establishes and maintains records of activities in areas of responsibility.
- Provides administrative support, such as conducting research, performing special projects, developing reports, assembling materials, composing documents, proofreading, filing, retrieving information, updating databases or compiling statistics.
- May process payments, prepare purchase orders, deposit funds or process invoices, credit card statements, work orders and timesheets.
- Performs other duties as assigned.

Qualifications

Knowledge of

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Basic principles of budget development and monitoring
- Methods and techniques of developing and implementing safe work and public environments.
- Principles, practices, procedures, techniques, and materials of professional library work, including library reference, collection development and management, and other professional library services.
- Principles, techniques, and procedures in cataloging, indexing, classifying, and organizing library materials.
- Principles, practices and techniques of public relations, community outreach, and service promotion.
- General library materials selection standards.
- Library services and available resources.
- Recent technological, professional, and societal developments, current literature, and sources of information related to library services.
- Record keeping principles and procedures.
- Applicable federal, state and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to

- Assist in developing and implementing a variety of library and community services programs within assigned area.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff, contractors and volunteers.
- Evaluate program effectiveness and recommend changes.
- Source the equipment and materials needed to implement assigned programs.
- Develop and implement safe work and public environments.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Effectively monitor program budget and expenditures.
- Understand, interpret, and successfully communicate department policies and procedures.
- Interpret, apply, explain, and ensure compliance with applicable federal, state and local policies, procedures, laws and regulations.
- Foster a team environment with program staff.
- Prepare clear and concise reports, correspondence and other written materials.

- Organize own work, set priorities and meet critical time deadlines.
- Effectively communicate, both verbally and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural guidelines
- Perform professional library tasks as assigned including reference, readers advisory, program and service development, collection development and management, and cataloging.
- Develop the collection for an assigned area of the Library by reviewing and analyzing collection use.
- Recommend books, media, and materials for purchase based on community needs and awareness of various cultures and socioeconomic backgrounds.
- Respond to and effectively prioritize a high volume of requests for service.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Communicate effectively in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and experience

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

- Two (2) years of experience as a professional librarian.
- Equivalent to a Master's degree from an accredited college or university with major coursework in library science, information science, or a related field.

Licenses and certifications

None

Physical demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift and carry materials and objects up to 25 pounds and push and pull materials and objects up to 75 pounds with the use of proper equipment.

Environmental elements

Employees work in an office environment with moderate levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.