

LIBRARIAN II

County of Tulare

DEFINITION

To perform professional library work, including to plan, organize, and coordinate an assigned area of responsibility, including the supervision of staff and coordination of programs or services. May include the overseeing the operations of a branch.

DISTINGUISHING CHARACTERISTICS

This is the journey level position in the Librarian series and may act as the entry-level supervisor. A Librarian II is expected to perform a wide variety of duties overseeing an assigned area or branch library with occasional systemwide responsibilities, working as part of team requiring only general instructions or assistance. Adequate performance at this level requires knowledge of library and customer service, collection selection, library programs, reference, and initiative and problem solving.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Librarian IV or designee. Responsibilities may include direct supervision of Library Services Specialists I and Library Assistants. May include the onsite monitoring or supervision of volunteers, county staff or contractors assigned to work on library projects or services.

DUTIES

Plan, organize, and supervise assigned area or branch library.

Supervise, train, and evaluate the work of staff and volunteers.

Work independently and as part of assigned teams.

Supervise and may perform data collection, cash handling, materials processing, and/or copy cataloging.

Prepare a variety of correspondence, grants, reports, surveys, and statistics.

Monitor, evaluate, research, and implement library programs and services.

Represent the Library working with the county, community groups, schools, and other organizations.

Implement federal, state, county, and library laws, rules and regulations.

Suggest changes to policies, procedures, and services.

Assist in interview process and training for new personnel.

Respond to inquiries from the public and others regarding library services.

Provide information to public in groups and one-on-one to train, present, and promote library services.

Plan and develop internal trainings and materials.

Select and manage collections as assigned.

Supervise or assist with various projects.

Perform and receive ongoing training on advanced professional librarian work.

Essential job duties may be assigned that are not listed above but are relative to this job classification. (Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the education, training, experience, special skills and/or license which are required and equivalent to the following.

Knowledge of:

Library

- operations, policies and procedures.
- Library and customer service practices, tools, and trends, including reference and reader's advisory.
- Supervision of staff and volunteers.
- Organization of library services and branches.
- Public relations, publicity, and outreach methods.
- Library resources, programs, collection development, reference services, technology, and technical services, including; cataloging, classification, and integrated library systems.
- Library networks, databases, and resources.
- Grant application, management, and monitoring.
- Research methods and data collection
- Library and office software, computers, and equipment.

Skill/Ability to:

- Work independently and as part of a team.
- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Provide service to patrons and staff in a professional, patient, tactful, and courteous manner.
- Operate standard office and library equipment, computers, and software.
- Supervise, monitor, and coordinate assigned area.
- Learn the principles and practices of supervision, evaluation, motivation, and training.
- Assist with the development and implementation of policies and procedures.
- Research and stay up to date on library programs and services to meet the needs of the public.
- Implement, interpret, and explain rules, regulations, policies and procedures to patrons and staff.
- Correctly interpret information and take appropriate action.
- Contact and work with community groups and other organizations.
- Prepare and contribute to a variety of correspondence, grants, reports, surveys, and statistics.
- Collect and organize information, establish facts, draw valid conclusions, and make appropriate recommendations.
- Establish priorities and set goals and objectives.
- Adjust to workload changes and work effectively under stress to meet deadlines.
- Provide, plan, and prepare presentations to train and promote library services.
- Retain and recall information.
- Write clear, concise, grammatically correct documents.
- Read and understand verbal and written instructions and information, both general and technical, and convey clearly to others.
- Establish rapport and effective working relationships with staff and the public.
- Create and provide training and instruction for library patrons and staff in use of the library.

- Recognize and maintain confidentiality of information in compliance with laws and department regulations.
- Establish and maintain a cohesive team-oriented environment.
- Apply for, manage, and monitor grants.
- Continue education in supervision and library services.

Education:

- Graduation from an American Library Association accredited college or university with a Master's degree in Library and Information science or equivalent field of study.

Experience:

- One (1) year of progressively responsible experience as a Librarian I with demonstrated professional growth and responsibilities.

Equivalency for Experience:

Two (2) years of progressively responsible experience including supervisor responsibilities equivalent to that of a Library Services Specialist to substitute for the one (1) year of Librarian experience.

License and Certificate:

- Possession of, or ability to obtain, an appropriate, valid California driver's license.

[Librarian II] Job Code: 028620, Res: 93-0569, Updated 6/93; rev. 0507
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Supplemental Information

Overtime Status: Exempt
Probation: Six (6) Months
BU: 03