

LIBRARIAN III

County of Tulare

DEFINITION

To supervise, plan, organize, and coordinate the operation of a main library division or region with systemwide responsibilities, including the supervision of staff. May include overseeing programs or services, including reference, children's, or outreach.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Librarian series and acts as the journey-level supervisor. A Librarian III is expected to perform a wide variety of duties overseeing a library division or a region with systemwide responsibilities with only minimal instructions or assistance. Adequate performance at this level requires knowledge of professional level library and customer service, collection development, library programs, management and supervision, and initiative and problem solving.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Librarian IV or higher level departmental personnel. Responsibilities may include supervision of Librarians, Library Services Specialists, 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 manage a library division or a region with system wide responsibilities.

Plan, assign, supervise, train, and evaluate the work of staff.

Work independently and as part of the supervisory team.

Oversee children's, reference, branch region, or other major division.

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

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

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

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

Analyze, interpret, and implement federal, state, county, and library laws, rules and regulations.

Assist with the development and changes to policies, procedures, and services.

Assist in personnel process, implementing performance standards, and selection of 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.

Provide information on programs, matters, and services.

Plan, and develop internal trainings and materials.

Select and manage collections as assigned.

Plan, organize, and supervise various projects.

Perform and receive ongoing training on supervision and 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 policies and procedures.
- Library and customer service practices, tools, and trends, including reference and reader's advisory.
- Supervision and organization of library divisions or branches.
- Principles and practices of personnel supervision, evaluation, and training.
- Public relations, publicity, and outreach tools and methods.
- Library resources to provide programs, collection development, catalog and classification, technology, technical services, and integrated library systems.
- Library networks, databases, and resources.
- Budgeting and grant application, management, and monitoring.
- Research methods, project planning, and data collection
- Library and office software, computers, and equipment.

Skill/Ability to:

- Work independently and as part 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 operations of a division or region.
- Supervise train, motivate, coordinate, and evaluate staff.
- Assist with the development and implementation of policies and procedures.
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- 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.
- Work with community groups and other organizations to develop programs and services.
- Prepare and contribute to correspondence, grants, reports, surveys, statistics, and budgets.
- 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.
- Coordinate 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.
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- 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:

- Three (3) years of progressively responsible experience including supervisor responsibilities with at least two years in a position equivalent to a Librarian II.

Equivalency for Experience:

- Two (2) years of library paraprofessional work equivalent to that of a Library Services Specialist can be substituted for one (1) year of the required Librarian II experience.

License or Certificate:

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

[Librarian III] Job Code: 028730, Res: 93-0569, Updated 6/93

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Supplemental Information

Overtime Status: Exempt

Probation: Six (6) Months

BU: 07