

LIBRARY SERVICES SPECIALIST I

County of Tulare

DEFINITION

To supervise, plan, and organize the operation of branch or specialized service in the main library, including the supervision of staff. May include overseeing programs or services.

DISTINGUISHING CHARACTERISTICS

This is the entry level supervisory class for the Library Services Specialist series. A Library Services Specialist I is expected to perform a wide variety of duties overseeing an assigned area or branch library, with occasional systemwide responsibilities working as part of a team requiring only general instructions or assistance. Adequate performance at this level requires knowledge of library and customer service, library programs, and initiative and problem solving.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Library Services Specialist III or higher level departmental personnel. Responsibilities may include direct supervision of Library Assistants and support staff. 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 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.

Work with the county, community groups, schools, and other organizations for the library.

Suggest changes to 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.

Provide internal trainings and assist in developing training materials.

Select and manage collections as assigned.

Assist with various projects.

Participate in ongoing training on supervision and library paraprofessional 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 and literacy policies and procedures.
- Library and customer services 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, circulation, programming, collection development, technology, and technical services, including cataloging, classification, and integrated library systems.
- Library networks, databases, and resources.
- Data collection, cash handling, materials processing, and/or cataloging, including MARC records.
- 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.
- 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 an 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.
- Learn grant management and monitoring.
- Attend training or classes in supervision and library services.

Education:

- Equivalent to completion of two (2) years of college with an Associate of Arts or Associate of Science degree.

Experience:

- Two (2) years of progressively responsible experience as a Library Assistant II, including one year equivalent to a Library Assistant III or higher.

License or Certificate:

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

DESIRABLE EMPLOYMENT STANDARDS

Knowledge of:

- Literacy programs and practices for adults and families, including English as a Second Language.

[Library Services Specialist I] Job Code: 091510, Res: 06-0729, Approved: 09/19/06

[Library Services Specialist I] Job Code: 091510, Res: XXXX-XXXX, Approved: XX/XX/XXXX

Supplemental Information

Overtime Status: Eligible

Probation: Six (6) Months

BU: 03