

LIBRARY SERVICES SPECIALIST II

County of Tulare

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

This is the journey level supervisory class in the Library Services Specialist series. A Library Services Specialist II is expected to perform a wide variety of duties overseeing a library or a region with systemwide responsibilities requiring only minimal instructions or assistance. Adequate performance at this level requires knowledge of library and customer service, collection development, technical services, 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 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 a library division, branch, 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 the division or branch operations for a region.

Supervise and 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 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.

Assist with and plan, organize, and supervise a variety of projects.

Perform and 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 operations, policies, and procedures.
- Library and customer services practices, tools, and trends, including reference and reader's advisory.
- Supervision and organization of a library division, literacy, or branches.
- Principles and practices of personnel supervision, evaluation, and training.
- Public relations, publicity, and outreach tools and methods.
- Library resources, circulation, programs, collection development, technology, and technical services, including cataloging, classification, and integrated library systems.
- Library networks, databases, and resources.
- Basic budgeting and grant application, management, and monitoring.
- 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.
- 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 branch, division, or region.
- Supervise, train, motivate, coordinate, and evaluate staff.
- Implement and assist with developing 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.
- 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.

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- 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, including library practices, policies, and procedures.
- 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:

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

Experience:

- Three (3) years of progressively responsible experience as a Library Assistant with at least one (1) year of experience equivalent to a Library Services Specialist I.

Equivalency for Experience:

- Additional paraprofessional experience in literacy or education can be substituted for the experience requirement on a year for year basis.

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 II] Job Code: 091520, Res: 07-0611, Approved: 09/11/07

[Library Services Specialist II] Job Code: 091520, Res: 16-0770, Approved: 09/20/16

[Library Services Specialist II] Job Code: 091520, Res: 17-0757, Approved: 09/19/17

[Library Services Specialist II] Job Code: 091520, Res: XXXX-XXXX, Approved: XX/XX/XX

Supplemental Information

Overtime Status: Eligible

Probation: Six (6) Months

BU: 03