

LIBRARY SERVICES SPECIALIST III

County of Tulare

DEFINITION

To manage, plan, organize, and coordinate the operation of a major division or a region with systemwide responsibilities, including the supervision of staff. May include overseeing major programs or services, including circulation, technical services, or outreach.

DISTINGUISHING CHARACTERISTICS

A Library Services Specialist III is a management position in the Library Services Specialist series. A Library Services Specialist III is expected to perform a wide variety of duties overseeing a major division or a region with system wide responsibilities of the library system requiring only occasional instructions or assistance. Adequate performance at this level requires knowledge of library and customer service, circulation, collection development, library programs, policies, procedures, management, and supervision, including initiative and problem solving.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Librarian V or designee. Responsibilities include general supervision of Library Services Specialist, Library Assistants, and support staff. May include supervision of Librarian I/II and the onsite monitoring or supervision of county staff or contractors assigned to work on library projects or services.

DUTIES

Plan, organize, and manage a major 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 management team.

Oversee circulation services, technical services, regional branches, or other major division.

Manage data collection, cash handling, materials processing, and/or 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 and develop policies, procedures, personnel, budgets, and services.

Assist in personnel process, developing 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.

Assist with acquisitions, including working with vendors, selecting and managing collections as assigned.

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

Perform, receive ongoing training, and stay up to date on advanced paraprofessional library work.

Perform the more difficult paraprofessional work in the library.

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 services practices, tools, and trends, including reference and reader's advisory.
- Supervision and organization of major library division.
- 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.
- 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, computer, and software.
- Manage, monitor, and administer operations of the major division or a region.
- Supervise, train, motivate, coordinate, and evaluate staff.
- Develop and implement 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.
- 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.
- 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 the principles and practices of budget preparation and management.
- Continue education in supervision and library services.

Education:

- A Bachelor's degree from an accredited college or university.

Equivalency for Education:

- Progressively responsible experience including supervisor responsibilities equivalent to that of a Library Service Specialist can be substituted for the education requirement on a year for year basis for up to two (2) years of the college or university requirement.

Experience:

- Three (3) years of progressively responsible experience equivalent to a Library Services Specialist II including supervisory duties.

License or Certificate:

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

DESIRABLE EMPLOYMENT STANDARDS

[Library Svcs Specialist III] Job Code: 091530, Res: 93-0569, Updated 6/93
[Library Svcs Specialist III] Job Code: 091530, Res: XXXX-XXXX, Updated XX/XX/XXXX

Supplemental Information

Overtime Status: Exempt

Probation: Six (6) Months

BU: 03