

CITY OF DALY CITY  
JOB SPECIFICATION

APPROVED BY  
PERSONNEL BOARD: 02/08/2007  
CITY COUNCIL: 02/26/2007  
RES. NO.: 07-35

### **LIBRARIAN III**

#### **DEFINITION**

Under general direction of the Library Services Manager, is responsible for branch operations on a system-wide basis.

#### **CLASS CHARACTERISTICS**

Work in this classification is distinguished from the Librarian II by the greater degree of supervisory responsibility and the greater degree of independence with which the incumbent is expected to operate.

#### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, planning, directing, and evaluating the work of clerical supervisors and senior branch staff; developing, revising, and monitoring branch library procedures; coordinating staff training and development; responding to and resolving complaints regarding branch materials, policies/ procedures and staff; providing and overseeing others in the provision of information and assistance to the public in all areas including reference, reader's advisory, and use of materials; recommending, selecting, and evaluating materials and analyzing users' needs and interests to determine collection additions and deletions.

#### **MINIMUM QUALIFICATIONS**

**Knowledge of:** Modern professional library principles, practices and procedures; modern techniques regarding the processing and circulation of library materials; books and authors, standard bibliographies and other reference materials; community needs and interests and the local and regional resources available to meet them; the functions of the library as a community service and as a department of municipal government.

**Ability to:** Effectively direct the work of others; perform a variety of professional library work; develop and convey mastery of the automated systems related to the circulation function; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent

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basis.

**Experience:** Three years of increasingly responsible professional experience in public library service.

**Education:** Graduation from college or equivalent, supplemented by successful completion of a graduate course of study in a professional library school.

**License:** Possession of a valid Class C California Driver's License.

R: 02/12