

CITY OF DALY CITY
JOB SPECIFICATION

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

LIBRARIAN II

DEFINITION

Under direction, to perform professional public library work such as branch library services or technical services, and to do related work as required.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, reference and readers advisory service to all age levels; book selection and collection development, cataloging, staff training, supervision and evaluation; assist in the development and implementation of special library programs and services; assist in preparing program budgets; prepare library activity reports and statistics. Work in this classification is distinguished from Librarian I by the greater complexity of the assignments and the greater degree of independence with which the incumbent is expected to operate.

MINIMUM QUALIFICATIONS

Knowledge of: Principles and practices of professional library work, organization, services and materials; supervision and management techniques; electronic technology and its use in libraries; policies, procedures, and functions of the library as a public service department and as a department of municipal government.

Ability to: Communicate effectively in both written and oral communications; perform professional and technical library tasks; perform physical tasks that require bending, stooping, reaching and lifting; supervise and train subordinates; effectively represent the library and the City at meetings and workshops. 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 basis.

Experience: One year of professional public library experience.

Education: Graduation from college or university or equivalent, with a Bachelor's Degree, and a Master's Degree in Librarianship.

R: 02/07