

CITY OF DALY CITY  
JOB SPECIFICATION

APPROVED BY  
CITY COUNCIL: 09/12/22  
RES. NO.: 22-149

### **LIBRARIAN III**

#### **DEFINITION**

Under general direction of the Library Services Manager, is responsible for branch operations or a system-wide library program or service area.

#### **CLASS CHARACTERISTICS**

Work in this classification is distinguished from the Librarian II by the greater degree of supervisory responsibility (e.g. the Librarian II may supervise volunteers or paid/unpaid interns, but does not supervise Daly City employees) and the greater degree of independence with which the incumbent is expected to operate. Assignments in this classification are varied and complex, requiring considerable discretion and independent judgment.

#### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, planning, directing, and evaluating the work of staff, including clerical supervisors and branch staff; developing, revising, and monitoring branch library or service area procedures and budgets; preparing statistical reports; coordinating staff hiring, training and development; responding to and resolving complaints regarding materials, policies/procedures and/or staff; providing and overseeing others in the provision of information and assistance to the public in all library areas including reference, reader's advisory, use of materials; recommending, selecting, and evaluating materials; analyzing users' needs and interests to determine collection additions and deletions; liaising with schools and other community organizations; preparing and giving presentations; planning and providing on and off-site programming for a variety of age groups; and collaborating with community organizations to provide outreach services to promote the library.

#### **MINIMUM QUALIFICATIONS**

**Knowledge of:** Modern professional library principles, practices and procedures; modern techniques regarding the processing and circulation of library materials; books, authors, and 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.

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**Ability to:** Effectively direct the work of others; perform a variety of professional library work; develop and convey mastery of the various library automated systems; interact positively and cooperatively with co-workers; respond politely to customers; work as a team member; function under demanding time pressure; respond in a positive manner to supervision; attend work and perform duties on a regular and consistent basis; travel to other work sites; and work evenings and weekends.

**Experience:** Three years of increasingly responsible professional experience in public library service comparable to that of a Librarian II.

**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: 09/22