

LIBRARIAN I/II

DEFINITION

Librarian I: Under supervision, to perform professional library work at an entry level in a public library and other related work as required.

Librarian II: Under direction, to perform professional public library work at a journey level and to do other related work as required.

Positions in the Librarian II class are flexibly staffed and normally filled by advancement from the Librarian I class, or when filled from the outside, require prior professional librarian experience. Appointment to this class requires the employee to be performing the full range of professional library work. This class requires the ability to work independently with limited supervision, exercising judgement and initiative.

EXAMPLES OF DUTIES

Work may involve responsibility for assignments in any library program area. These areas may include reference and readers' advisory service to all age levels, book/media selection and collection development, cataloging, development and management of websites, supervision and training and evaluation of volunteers or paid/unpaid interns, liaise with schools and other community organizations, programming for a variety of age groups, collaboration with community organizations to provide outreach services to promote the library and attendance at meetings and workshops. These assignments are generally limited in scope and are performed under supervision.

In addition, the Librarian II duties may include, but are not limited to, acting as a lead during evening and weekend shifts; assisting in the development and implementation of special library programs and services; assisting in preparing program budgets; and preparing library activity reports and statistics.

The Librarian II is distinguished from the 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: Librarian I level: Principles and practices of professional library work, organization, cataloging principles, library services, and materials; supervision and management techniques; electronic technology including digital resources and techniques used to develop digital websites for libraries. Librarian II level: in addition to qualifications

**JOB SPECIFICATION
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for Librarian I, acts as a lead worker as needed, knows procedures, and functions of the library as a public service department and as a department of municipal government.

Ability to: Communicate successfully with people from a variety of diverse backgrounds in both written and oral communications; perform professional and technical library tasks; perform physical tasks that require bending, stooping, reaching and lifting. Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, and respond in a positive manner to supervision. Attend work and perform duties on a regular and consistent basis. Travel to other work sites. Work evenings and weekends.

Additionally, at the Librarian II level: Act as a lead; develop and convey mastery of automated systems; effectively represent the library and the City at meetings and workshops.

Experience:

Librarian I: None required.

Librarian II: Two years of internal and/or external professional public library experience comparable to that of a Librarian I.

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

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

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