

June 6, 2018



City of Larkspur LIBRARIAN I/II

DEFINITION

Under the general direction from the Library Director, the Librarian performs a variety of professional library work which may include: public services, youth services, technical services, readers' advisory, electronic services, collection development and management, cataloging, community outreach, other special services, and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a professional position and is expected to work independently and to take a lead role in library operations. The incumbent functions as a specialist in major program assignments such as children's or adult services, technical services, reference services, or electronic services, and may be cross-trained for assignments in other specialized areas as needed. The Librarian is expected to develop and implement programs and provide public services to library patrons, and to be responsible for collection development and technical service activities.

Librarian I is the entry-level in the professional librarian series. Librarian I positions are expected to be proficient with library systems and applications, assist with collection development and cataloging and technical services, and provide public services to patrons. Librarians at this level are not expected to perform without direction.

Librarian II is the journey-level in the professional librarian series and is expected to perform the full range of duties as listed in this job description, participate in and oversee one or more library-wide programs or administrative functions such as budget management, and may be asked to supervise paraprofessional and technical staff. The Librarian II may assist the Library Director with the overall administration and organization of core library services, planning, organizing and coordinating library-wide activities and engaging in analysis of budgetary and other resources to deliver planned services. May serve as Acting Library Director, as needed.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Library Director. Although there are no direct reports, the Librarian I may provide technical and functional direction and training to paraprofessional staff and volunteers as needed. Librarian II positions may be asked to supervise professional, paraprofessional and technical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(May include but are not limited to the following:)*

- Develop, implement and evaluate services and programs in a designated area such as Children's, Young Readers or Adult Services.
- Provide public information and readers' advisory services, instruct patrons in the use of library resources, tools, equipment, and print and electronic reference sources, including reference materials, digital resources, databases, catalogs and other online resources.
- Assist users on public access computers and personal devices in learning basic technology and device skills and methods of accessing digital information and library services.
- Perform bibliographic searches using both print and non-print sources.
- Maintain and troubleshoot electronic and online resources.
- Teach digital literacy, including to outreach community patrons and create supporting patron handouts and guides.
- Work with the Library Director on assessing emerging technologies and electronic services, implementing new services where appropriate.
- Work with the Library Director to develop library-wide policies and procedures aligned with the mission and goals of the Larkspur Library and City, and communicate these policies and procedures to staff and library patrons.
- Respond to and resolve difficult, complex and sensitive patron complaints and inquiries.
- Provide training to other library staff as needed.
- Under the direction of the Library Director, coordinate, market and implement programs for adults, youth and families, prepare and distribute public relations and informational materials relative to the activities of the library.
- Under the direction of the Library Director, perform outreach to the community, community organizations, and schools, inform community members and organizations about library services, programs and collections.
- Under the direction of the Library Director, prepare publicity and informational materials including displays and exhibits, flyers, posters, brochures, blogs, web pages, bibliographies and webliographies.
- Review new publications and collection materials and select materials and resources for acquisition or disposition as appropriate. Select materials and collaborate with the Collection Development team to provide relevant collections based on knowledge of community and/or target audience interests. Interact with vendors to obtain library collection materials.
- Perform regular Integrated Library System database maintenance to ensure that all records are accurate and updated.
- Create and maintain assigned statistical and operational reports and compile relevant data.
- Organize, maintain and catalog/index a variety of print and digital materials.
- Perform original cataloging of print and non-print materials and maintain and update catalog files.
- Process interlibrary loan requests.
- Alone or with other staff members, process new materials.
- Troubleshoot and resolve a variety of issues related to acquisitions, circulation and reference.
- Respond to suggestions, requests or concerns from library users or community members.
- Demonstrate the value of the Larkspur Library and library services in the community and represent Larkspur Library on MARINet's working groups, as assigned.
- Participate in meetings, committees or projects intended to enhance services or promote

consistent policies and procedures across the department, as assigned.

- Participate in professional development and training. Perform special reading and research to remain abreast of current literature and professional trends.
- Create and update website content. May serve as Library Website Lead, coordinating the design and maintenance of the library website.
- Participate in the selection of library staff and volunteers, when assigned.
- Plan and conduct community and staff meetings and work groups, when assigned.
- Coordinate with the Library Director on budgetary needs and expenditures. Analyze needs for staff, equipment and other resources and prepare associated reports and documents.
- Work on special projects assigned by the Library Director.
- Maintain awareness of emerging trends in technology, reference services and librarianship.
- Perform other duties as assigned.

REQUIREMENTS

Knowledge of

- Current professional library best practices and of procedures, methods and techniques of reference, research, collection development, classification, indexing, cataloging and organization of library materials.
- The principles, practices and techniques of public relations, community outreach and service promotion.
- The principles, tools and techniques used in bibliographic research.
- Library automated systems and applications.
- The techniques for promoting and publicizing library services, programs and events.
- The recent technological, professional, and societal developments, current literature, and sources of information related to library services.
- The applicable federal, state, and local laws, codes, rules, and regulations, pertaining to library science.
- The Larkspur Library and City of Larkspur policies and procedures as they relate to library operations.
- The service needs and issues, general culture of Larkspur community.
- The administrative principles and practices of libraries, including program planning and evaluation techniques and the budget development and implementation process.
- Thorough knowledge of the practices and techniques of administrative and financial record keeping, data analysis and report preparation.
- The principles and practices of positive customer service and public relations.
- Best practices and techniques to educate customers and staff.
- Computer hardware, public access terminals, patron personal access devices, software programs, and how to use them to access digital content and services.

Skill and Ability to

- Use computerized library information systems and tools and the Microsoft Office suite.
- Learn and utilize new technology.
- Use a computer and other technology, including software, hardware and the Internet, sufficient to be able to assist customers, conduct research, prepare reports, and use email and other communications technologies.

- Perform online and electronic searches to gather data and compile information.
- Perform effective library reference, readers' advisory duties, program and service development, collection development, cataloging and other professional level library work.
- Make effective presentations to groups and representing the Larkspur Library to the public and among professional colleagues.
- Demonstrate initiative and the sound judgment necessary to make responsible decisions as Librarian-In-Charge or in the absence of the Library Director.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain cooperative working relationships.
- Develop effective marketing strategies and materials.
- Make procedural decisions and judgments.
- Analyze information logically and creatively to identify problems, drawing valid conclusions and developing effective solutions to operational and customer service problems.
- Perform accurate data entry and records maintenance and generate statistical reports.
- Monitor and/or maintain quality control standards.
- Develop, plan and implement short and long-range goals.
- Provide leadership in establishing effective working processes, relationships and communication, ensuring high productivity and quality public service.
- Organize and manage a significant number of complex projects and competing priorities simultaneously.
- Develop appropriate and effective collections/resources.
- Plan, organize and direct the operations of programs.
- Travel to meetings, as needed.

EDUCATION AND/OR EXPERIENCE

Sufficient experience and education related to providing professional library services to demonstrate the knowledge and skills listed and to perform the essential duties is required. A typical way of obtaining the required qualifications is:

Possession of a Master's Degree in Library Science or similar curriculum from an American Library Association accredited educational program. In addition, for a **Librarian I** position at least two years in a professional library setting is desirable. **Librarian II** requires at least four years of professional experience in a library setting.

PHYSICAL WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities.
- The employee will occasionally be required to climb or balance or crawl.
- While performing the duties of this job, the employee is regularly exposed to video display terminals.
- Position requires the gripping of collection materials, repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard.
- Specific vision abilities required by this job include close vision, distance vision, color vision,

- peripheral vision, depth perception, and ability to adjust focus.
- Acute hearing is required when providing phone and personal service.
 - The employee must regularly lift and/or move up to 15 pounds and occasionally lift and/or move up to 40 pounds.
 - The employee may be exposed to dust and/or other allergens.

OTHER:

FLSA Status: Non-exempt

Bargaining Unit: Larkspur Miscellaneous Employees Association

Approved by: City Manager Dan Schwarz

Date: June 6, 2018