



CLASS SPECIFICATION

Class Code: 5022
Date Est: 07/1973
Last Rev: 10/2018
Last Title Chg:
FLSA: non-exempt
Probation: 12 months

LIBRARIAN II

DEFINITION

Under direction, performs a variety of professional level librarian services in any of the library divisions, such as information services, cataloging, and public services, or directs or manages the operation of a small to medium sized library or division; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Master's degree in Library Science or Library Information Science from an American Library Association accredited college or university AND two years of professional library experience; OR a Master's degree in any other discipline and four years of professional library experience; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

May require a driver's license at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This is the second supervisory/management level in the Librarian class series. It is distinguished from the Librarian I class in that it may manage a small to medium sized library.

SUPERVISION EXERCISED

Exercises direct supervision over staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Serve as manager of a small to medium sized library.

Supervise staff including training, scheduling, work assignments, work review, performance appraisal, discipline, coaching and development.

Coordinate physical plant maintenance for a library. May identify services needed and contact vendors or other County departments to perform necessary work.

Assist the public with library transactions and information requests using all available resources.

Plan, publicize, conduct, and evaluate various programs on a variety of topics for all generations by coordinating programs and activities with other organizations.

Collect and maintain statistical data and records; prepare summary reports to keep library management aware of patron usage and needs.

Assist with the development, maintenance, organization, cataloging and classification of the library collection using current professional standards.

Monitor and implement grants; assure proper compliance with terms and provisions; coordinate grant reporting processes and prepare and submit required grant performance reports to granting agencies.

Participate in management team meetings to plan and implement the goals, objectives and direction of the Library's policies and services, and provide input for strategic planning.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Washoe County and Washoe County Library System policies, procedures, methods and terminology.

American Library Association philosophy, practices, procedures and techniques.

Principles and practices of management and supervision.

Project management techniques.

Library cataloging and classification systems.

Technical services, including acquisitions, cataloging, classification systems and processing.

Library information services, materials, resources and advanced bibliographic searching techniques.

Integrated Library Systems automated databases, software and digital resources.

Current computer/mobile technologies and use of the Internet.

Development, implementation, and evaluation of multigenerational library services, classes and programs.

Budget principles and practices, development methods and techniques.

Ability to:

Plan, prioritize, and manage work to meet expected deadlines.

Interpret, analyze, communicate and apply codes, statues, policies and procedures to ensure compliance.

Develop a variety of reports and statistics.

Interpret library policy for staff and the public.

Select, supervise, and evaluate the performance of assigned staff.

Evaluate priorities, procedures, and processes to determine their effectiveness and efficiency.

Ability to plan, organize and conduct meetings at the assigned library branch and off-site locations.

Communicate effectively, both orally and in writing, with people of diverse backgrounds.

Use multiple types of digital technologies, library equipment and audio/visual equipment effectively.

Maintain effective, cooperative, and productive working relationships with the general public, division staff and representatives of other departments.

Manage a branch or division operation including budget monitoring, goal setting and procedures development.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently squat, bend, kneel, stoop, stand and walk. Using approved safety standards, ability to lift, push, pull and move objects weighing up to 50 lbs. Normal manual dexterity and eye-hand coordination. Corrected hearing and vision to normal range. Ability to work under conditions involving exposure to dust and odors. Ability to use audio/visual equipment and office equipment including computers, telephones, calculators, copiers, mobile devices, and FAX machine. Ability to use necessary chemicals. Work is performed in a public service environment with continuous contact with staff and the public.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.