

## LIBRARIAN III

### JOB DESCRIPTION

**Classification Responsibilities:** A Librarian III is responsible for planning, organizing, and coordinating the activities of a specialized functional program area and/or system-wide program area of the library. Program areas may include: Automation/Technology and Training, Collection Development Coordination, Youth Services, Reference Services, THINKspot (Collaborative Workspace), and special projects and initiatives. Duties may include: planning and coordinating program objectives; preparing written documentation and technical reports; and assisting with preparing and monitoring of a program budget. Responsibilities may include supervision of professional or paraprofessional classes. This class performs related duties as required.

**Distinguishing Features:** This class is distinguished from the Librarian II class by a greater degree of autonomy in handling day-to-day decisions of a functional program, the more diverse and complex nature of assignments, and the greater independence under which the work is performed. Supervision may be received from a Branch Coordinator or Administrative Supervisor, depending on assignment, who reviews work through conferences, meetings, reports, and results achieved. Night and weekend work is required. This class is FLSA exempt-professional.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Master's Degree in Library Science, Library Science and Information Studies, or Information Studies from an American Library Association (ALA) accredited school. Considerable (3 - 5 years) professional library experience.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Experience in the program area is preferred (*by assignment*). Good (1 - 3 years) experience in a supervisory capacity.

### ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge, and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Communicates with the general public, other City employees, and management to provide general and specialized and/or system-wide program services. Communicates with a wide variety of library staff in coordinating program efforts. Prepares reports, memoranda, recommendations, and analyses of library policies and procedures in order to inform supervisors, colleagues, and other staff of situations, problems, and solutions. Makes presentations to the public and staff on selected subjects.

**Manual/Physical:** Operates a variety of standard office equipment such as typewriters, personal computers (PC), microform equipment, and cassette tape players in order to prepare reports and correspondence, and to access information. Requires bending, reaching (up to 7 feet high), and lifting to retrieve and reshelve books and materials from shelves and carts. Inspects books to determine condition and quality, which may require moving carts of books and library materials weighing up to 150 pounds. Acts as Librarian in charge and may be required to assist in building maintenance or safety issues, and take appropriate action to inform emergency personnel, as needed. Monitors the behavior of patrons using the facility to spot potential safety or social problems (example: climbing on shelves, fights, misuses of facility, etc.). Meets scheduling and attendance requirements.

**Mental:** Plans, organizes, coordinates, and administers program area. Prioritizes and assigns work to personnel, and prioritizes own work (example: employee standards, writing reports, and managing assigned budgets). Supervises and evaluates the work of subordinate personnel (*by assignment*). Analyzes data and information regarding assigned program area. Makes recommendations relating to assigned program area. Maintains awareness of current professional issues and developments. Resolves procedural, operational, and other work-related problems. Develops local cataloging policy in response to staff and patrons' needs (*by assignment*). Performs original cataloging according to international and local cataloging standards (*by assignment*).

**Knowledge and Abilities:**

Knowledge of:

the principles and procedures of professional Library work, including methods, practices, and techniques of Library classification, cataloging, and references;  
professional Library theories, issues, and trends;  
modern supervisory practices and techniques;  
current library technologies;  
the principles and techniques of Library materials selection, including standards and procedures;  
computerized cataloging, bibliographical, and circulation system databases;  
standard bibliographic sources, bibliographic form, on-line cataloging databases, and verification tools;  
materials and services available in public libraries;  
professional Library publications and the literature of librarianship;  
books, publishing, the book trade, and book review media (*by assignment*);  
PC software: word processing, spreadsheets, database management systems, operating systems, browsers, electronic mail, graphics and presentation applications, desktop publishing, computerized cataloging, and bibliographic and circulation system databases;  
common PC peripheral devices, such as printers, scanners, and PDAs;  
community agencies' functions and resources; and  
research techniques and practices.

Ability to:

communicate with, and respond professionally to, a demanding and diverse group of users, colleagues, and vendors;  
remain calm and efficient under pressure at all times;  
maintain concentration on detailed information over an extended period of time;

exercise initiative in the improvement and development of assigned program;  
independently develop professional expertise in electronic library resources;  
maintain current awareness of professional issues and developments;  
function in a work group environment;  
run an effective meeting;  
handle multiple priorities;  
work effectively under the pressure of deadlines;  
communicate clearly and concisely, both orally and in writing;  
develop materials and training aides; and  
conduct orientations and training sessions for large groups or one-on-one.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-Prof

JOB FCTN-ADM

INCREMENTS 62-200

PAY GRADE: 51

IND-8810

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