

LIBRARIAN II

JOB DESCRIPTION

Classification Responsibilities: Librarian II is a journey-level classification in the Librarian series. Employees in this class are responsible for performing a full-range of professional general and specialized library work in one or more fields of librarianship or technical area. Responsibilities may include: providing reference and reader advisory services; collection development and maintenance; community outreach programs, and special program development for children and young adults (*by assignment*). This class may supervise paraprofessional, clerical employees, temporary workers, contracted employees and/or volunteers (*by assignment*). Librarians also instruct patrons in the use of the catalog, Internet, electronic sources, and how to electronically find materials, e-mail, and do word processing.

In the absence of a supervisor, a Librarian II may be left in charge of Library facilities (example: evening or weekend hours) to deal with maintaining order. Work is performed in accordance with established policies and accepted library practices and procedures. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class performs related duties as required.

Distinguishing Features: Supervision may be received from a Librarian III or Supervisory Librarian, who reviews work through conferences, meetings, reports, and results achieved. A Librarian II is distinguished from a Librarian I by the more specialized nature and advanced difficulty of work assignments, and the greater independence with which work is performed. Night and weekend work is required. This class is FLSA exempt-professional. (Part-time employees in this class are FLSA nonexempt).

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. A Master's Degree in Library Science, Library Science and Information Studies, or Information Studies from an American Library Association (ALA) accredited school. Good (1 - 3 years) professional library experience.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. None

ESSENTIAL FUNCTIONS

One position may not include all 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 information services, and works to rectify and/or develop recommendations for solutions to problems. Interviews patrons to determine the information needed, then instructs/directs the patron on how to find it. Instructs and trains patrons and library staff in the use of reference sources and CD ROM databases. Prepares annual reports, memoranda, recommendations and analyses of library collection, policies and procedures to inform supervisors, colleagues and other staff of situations, problems and solutions. Prepares, publishes, and distributes bibliographies in subject areas assigned. Makes presentations to the public and staff on selected subjects (example: investment sources, local history, database instructions, etc.), as time permits.

Manual/Physical: Operates a variety of standard office equipment such as typewriters, personal computers (PC), microform equipment, and cassette tape players 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 with an aid to assist. Conducts story hours, book talks, training classes, group library tours, school visits, and other outreach activities (*by assignment*). 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.).

Mental: Plans and organizes recommendations for reference services. Supervises and evaluates the work of clerical employees, temporary workers, contracted employees, and volunteer personnel. Prioritizes and assigns work to personnel, and prioritizes own work (example: employee standards, writing reports, developing bibliographies, and managing assigned budgets). Analyzes data and information (example: circulation statistics, building changes, types of library materials to add to collection, on-line usage/cost, best formats, etc.). Makes recommendations relating to assigned collection areas for budget development. Comprehends and makes inferences from appropriate reference materials to answer patron requests and analyze collection. Provides collection development and collection maintenance service in print and non-print formats for subject areas assigned. Maintains awareness of current professional issues and developments.

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;
the principles and techniques of library materials selection, including standards and procedures;
computerized cataloging, bibliographical, and circulation system databases;
sources of information on specialized library materials as well as general book trade and review media;
professional library publications and the literature of librarianship;
specialized bibliographic and reference tools as well as general reference tools and services;
materials and services available in public libraries;
community agencies' functions and resources;

research techniques and practices; and effective supervisory practices.

Ability to:

assist with selection, training, scheduling, supervising, and evaluating temporary, contracted, and volunteer staff;

communicate with, and respond pleasantly to, a demanding and diverse public;

work well with children, teen, and adult patrons;

remain calm and efficient under pressure at the public service desk;

communicate clearly and concisely, both orally and in writing;

exercise initiative in the improvement, development, and conduct of library programs;

develop professional expertise in selected subject areas and library system operations;

maintain current awareness of professional issues and developments;

establish and maintain effective working relationships with other City employees, coworkers, and the public;

organize indexing projects involved in opening collections of materials for better information access; and

relieve supervisors of administrative detail work by performing, or assisting in, such tasks as coordinating purchases, collecting, compiling, and analyzing monthly statistics and scheduling staff.

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: 48

IND-8810

SWORN-No