

CITY OF GLENDORA SENIOR LIBRARIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under the general direction of the Library Director, performs professional administrative duties including managing, planning, directing and coordinating the functions and operations of a major division of the library; serves as a member of the Library's leadership team; participates in the development of policies and procedures for the Library; supervises and evaluates assigned personnel; participates in the development and administration of the Library's annual budget and plan of service; performs advanced professional library work in serving library patrons and administering assigned programs; provides highly responsible and complex administrative and leadership support to the Library Director and Board of Library Trustees; performs related duties as required.

CLASS CHARACTERISTICS

The Senior Librarian class is the advanced working level in the professional Librarian class series, with incumbents in this class performing the more difficult and complex library assignments requiring a high degree of customer service interaction and skills. This is a management position that reports directly to the Library Director and assumes responsibility for major functional areas of the Library including responsibility for a major library division. This position is responsible for directing and supervising the work of professional and paraprofessional staff and volunteers working with a complex integrated library system, databases, computers, and multiple-format resources. This position has a high level of interaction with the public and other City departments and participates in a variety of community organizations representing and promoting the Library.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Assists the Library Director in the overall operation of the Library, including participation with the preparation of administrative budgets and reports; participates in establishing goals, long-range planning and annual plan of service; assists in the development of policies and procedures for the department to achieve the department's goals, objectives, and work standards. (All)

2. Assesses community needs, popular interests, and social trends through direct and anecdotal methods; plans, directs or conducts special projects involving library promotion and outreach activity. (a b c d e f k)
3. Represents the Library Director at professional and staff meetings and community functions as assigned; may act for the Library Director in the Director's absence. (a b c d e f h i j l m n)
4. Serves as a member of the library's leadership team; articulates the mission and goals of the entire library; develops and presents overall aim and goal of library services; fairly represents each service area and weighs overall public benefit in decision-making. (a b c d e f j l m)
5. For assigned division, directs the preparation and administration of related budget and expenditure controls; oversees funding requests to the Friends Foundation for programs and services; prepares and maintains various reports, records and documents related to library services and operations; assumes responsibility for the selection of employees and volunteers; implements goals and objectives; plans, organizes, and assigns work; schedules staff for maximum customer service support; evaluates work distributions and staffing and recommends staffing reorganizations; develops and establishes work methods and standards; directs or conducts staff training and development; facilitates team building; works closely with supervisor(s) regarding employee problems and concerns; reviews and evaluates employee performance and recommends disciplinary action. (a b c d e f g h i j k l m)
6. Monitors cataloging, acquisitions, and fund accounting as they relate to the Integrated Library System (ILS); evaluates enhancements to the Library's automated system and databases; allocates resources to obtain materials and technology; promotes and publicizes new technology; provides staff training in its use as appropriate. (a c e f g k l)
7. Provides specialized reference assistance requiring knowledge of library collection, reference books, electronic resources, and related materials; compiles bibliographies, pathfinders and electronic tutorials related to library materials and services to aid in independent use of the library; answers verbal or written inquiries regarding special reference subjects; answers correspondence on special reference subjects and customer service issues. (a c e f j l)
8. When assigned to the Development and Educational Services Division, assists in the development of the annual plan and budget for the Development Office; monitors staffing, financial strategies, publicity, community and business partnerships, and donor and volunteer management; may work with the Friends Foundation Board of Directors. (All)
9. When assigned to the Adult Services Division, maintains responsibility for resource development for adult collections including assessment, selection and currency; monitors trends in format and technological developments; provides mediated and

unmediated reference and information services; administers adult programming and outreach programs, website development and adult literacy program; develops and enhances community partnerships. (All)

10. When assigned to the Youth Services Division, maintains responsibility for resource development for youth collections including assessment, selection and currency; monitors trends in format and technological developments; provides mediated and unmediated reference and information services; administers youth programming and outreach programs and website development; develops and enhances school and community partnerships. (All)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- a. Communicate clearly, concisely and effectively, both orally and in writing.
- b. Establish and maintain effective relationships with the community, City Council, Library and Foundation Boards, city departments, public officials, staff, management and volunteers.
- c. Perform professional library work including the implementation and evaluation of library programs.
- d. Develop plans for future library services that respond to changing community needs and goals.
- e. Research and prepare complex reports on a variety of subjects.
- f. Analyze data and information and draw logical conclusions.
- g. Select, train, supervise and evaluate employees and volunteers.
- h. Analyze unusual situations and resolve them through application of management principles and practices.
- i. Make decisions regarding operational and personnel functions.
- j. Deal constructively with conflict and develop effective resolutions.
- k. Operate programs within allocated amounts using financial statements, cost accounting reports and other budgetary tools.
- l. Understand, explain and apply policies and procedures.
- m. Represent the Library and City in a variety of meetings.
- n. Respond to emergency and problem situations in an effective manner.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

A Master's degree in Library Science or Library and Information Science from an ALA accredited program plus four years of progressively responsible professional library experience including two years of administrative and supervisory responsibility that includes experience in budgeting and goal setting and attainment.

Knowledge and Skill Levels

Thorough knowledge of the theories, principles, practices, methods, materials and organizational arrangements common to the field of library science; working knowledge of the principles of public administration; informational needs and approaches to be taken in analyzing administrative and work processing issues; use of various library tools including databases and web resources; practices involved in the processing of library materials; excellent writing, organizing, analytical, public speaking and presentation skills; strong leadership and interpersonal skills; City operations and administrative policies affecting departmental operations and personnel matters; budget preparation principles and administration; principles of supervision, management, and training; employee and public relations techniques; customer service techniques; principles of grant writing and monitoring; funding sources and community resources available to enhance library program; library foundations and principles and practices of fund-raising desirable; automated systems and computers relevant to the operations of a library and information access; knowledge and application of cutting edge technology to enhance library services; classical, contemporary, and popular literature, non-fiction, and authors; working knowledge of OCLC, Dewey Decimal Classification system, and cataloging rules.

Special Requirements

Ability to work various shifts including evenings and weekends.

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office/library setting. Duties are often performed at a customer service counter, desk or computer terminal; subject to noise from library operations and from office equipment operation; frequent interruptions and contact in person and on the telephone with the general public, City staff, and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office/library setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised by *Johnson & Associates LLC* June, 2006

Employee Association: Glendora Management Association (GMA)