

TOWN OF SAN ANSELMO

LIBRARIAN I/ LIBRARIAN II

DEFINITION

To perform professional duties such as reference, reader's advisory, acquisition, technical support and cataloging while serving as either an Adult Services Librarian or a Children's/Young Adult Librarian; to respond to the public's informational, educational and recreational needs by providing library material in a variety of formats including on-line resources and by conducting library programs.

DISTINGUISHING CHARACTERISTICS

LIBRARIAN I – This is the entry-level class in the professional librarian series. This class is distinguished from the Librarian II class by requiring no prior professional librarian experience. Employees at this level are not expected to perform without some direction and have fewer supervisory duties.

LIBRARIAN II – This is the experienced level class in the professional librarian series. This class is distinguished from the Librarian I class by requiring two years of professional library experience, preferably in a public library setting. Employees at this level receive only occasional direction, are fully aware of the operating procedures and policies of the library and are expected to exercise initiative and considerable independence of judgment in performing assigned duties. Some supervisory duties are required. Positions in the class are flexibly staffed and are normally filled by advancement from the entry level.

SUPERVISION RECEIVED AND EXERCISED

Librarian I

Receives supervision from Librarian II or Town Librarian if there is no Librarian II.

Exercises technical and functional supervision over paraprofessional staff and volunteers as assigned.

Librarian II

Receives general direction from the Town Librarian.

Exercises technical and functional supervision over paraprofessional and professional staff and volunteers.

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Librarian I/II

EXAMPLES OF DUTIES

Librarian I/II

Duties may include but are not limited to:

Reference duties: staff the reference desk and provide professional level reference assistance to adults and children in the library, online or by telephone. Find answers to a variety of reference questions in all subject areas and identify and utilize appropriate reference resources including on-line databases, the Internet, as well as print material.

Reader's advisory duties: assist adults and children in the identification and selection of library material in all formats that is appropriate to their needs and interests.

Acquisition duties: read reviews to identify recommended titles; select books, periodicals, audio books, electronic databases and other library material for purchase; prepare book lists and bibliographies in a variety of subject areas; once new materials arrive, enter them into the computer catalog; and weed the collection routinely according to professional library standards.

Technical support duties: maintain computer equipment by performing basic maintenance functions on a regular basis; attend computer trainings; share information with all staff who are unable to attend trainings; and be able to follow basic computer and printer troubleshooting procedures.

Cataloging duties: learn how to import bibliographic records from databases such as OCLC and customize them to fit the library's bibliographic standards.

Program areas: Take primary responsibility for a program of Adult or Children's/Young Adult Service by developing goals, objectives, policies and procedures for such a program. Plan and implement activities, events and exhibits appropriate to such a program, including lectures, discussion groups, book talks, preschool story times, programs like pajama time, summer reading, or parent education, presentations to community groups, class visits to the library and visits to schools to deliver publicity or make contact with teachers.

General duties:

Assist in budget preparation by providing estimates for program costs and monitor expenditures for the Children's/Young Adult Program or the Adult Service Program.

Participate in the selection of staff; provide or coordinate staff training, in particular the Library Page staff; and provide input to staff performance evaluations.

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Librarian I/II

EXAMPLES OF DUTIES (cont'd)

Provide oversight, through technical and functional supervision, to paraprofessional staff and volunteers, as assigned.

Take charge of the library and the staff when the Town Librarian is absent.

Instruct adults and children in the use of all library material, equipment, and services,

Conduct library orientation tours for individuals or groups as needed.

Explain library policies and procedures to the public in a friendly and informative manner.

Prepare reports for the Town Librarian or the Library Board as assigned.

Build and maintain positive working relationships with co-workers, other Town employees and the public using the principles of good customer service.

Staff the circulation desk as needed and assist circulation staff during busiest hours.

Attend and represent the library at professional meetings, including staff meetings, Town meetings, MARINet and North Bay Cooperative Library System meetings and others. Participate in MARINet committees as assigned.

Attend training as assigned or when opportunities arise.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Librarian I

Knowledge of:

Principles and practices of library science.

Public library organization and services.

Current library methods, techniques and terminology, including computer applications, such as the latest versions of Windows and Web browser software.

Reference resources, both on-line and print format, and research techniques.

MINIMUM QUALIFICATIONS (cont'd)

TOWN OF SAN ANSELMO
Librarian I/II

Collection development, including material selection, review sources, and weeding principles.

Cataloging principles and practices.

Current general and/or children's literature and current library literature.

Basic customer service and telephone etiquette.

Ability to:

Provide professional library services in reference, readers' advisory, acquisition, technical support, and cataloging.

Perform professional reference and adult and children's reader's advisory services.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers and reports; identify and interpret technical and numerical information; observe, identify and problem solve operational and technical issues; understand and explain library policies and procedures to the public and other Town personnel.

Evaluate and recommend purchase of books and reference materials to meet patron's needs.

Work with various age levels, cultural and ethnic groups in a tactful and efficient manner.

Obtain information through tactful and effective questioning during the reference interview.

Work firmly and courteously with the public and staff to create an orderly work environment.

Work effectively with interruption.

Work shifts, including weekends and evenings as assigned.

Use a computer, printer, calculator, telephone, facsimile machine, photocopier, and other library related equipment. Type at a speed necessary for successful job performance.

Perform basic mathematical computations with speed and accuracy.

Analyze situations quickly and objectively and determine proper course of action within scope of responsibility.

MINIMUM QUALIFICATIONS (cont'd)

TOWN OF SAN ANSELMO

Librarian I/II

Communicate clearly and concisely both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work. Promote community interest and enthusiasm for library services.

Experience and training:

Any combination of experience and training that would likely provide the required knowledge and abilities in qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Experience in a public library setting is desirable.

Training:

Equivalent to a Master's Degree in Library Science, Library and Information Services or similar curriculum from a college or university accredited by the American Library Association.

License or Certificate:

May need to possess a valid California Driver's License.

Librarian II

In addition to the qualifications for Librarian I:

Knowledge of:

Operations, policies, and procedures of the Town Library.

Ability to:

Independently plan, develop, implement, and carry out the activities and operations of major library programs with emphasis on either Adult or Children's/Young Adult services.

Perform basic computer equipment maintenance and troubleshoot problems with hardware and software.

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Librarian I/II

MINIMUM QUALIFICATIONS (cont'd)

Provide oversight to professional, paraprofessional library, page staff and volunteers, manage library page services, and provide input to evaluations as appropriate.

Understand the organization and operations of the Town and or outside agencies as necessary to assume responsibilities.

Experience

Two years of professional library experience in a public library similar to that of a Librarian I in the Town of San Anselmo.

Training

Equivalent to a Master's Degree in Library Science, Library and Information Services or similar curriculum from a college or university accredited by the American Library Association.

License or Certificate:

May need to possess a valid California Driver's License as required by the position.

SPECIAL REQUIREMENTS:

Essential duties require the following physical skills and work environment:

Intermittently sit at a desk and/or stand at a counter for long periods of time.
Intermittently bend, twist, kneel or squat while shelving books, opening boxes or moving furniture or equipment; twist and reach office equipment; write and use keyboards to communicate and enter/retrieve data; lift or carry weight of up to 50 pounds.

Date: _____

12/8/10

Approved: _____

Debra Stutsman

Town Manager