



Position Description

LIBRARIAN I / LIBRARIAN II

DEFINITION

The persons in these positions perform a variety of professional library work, including reference, cataloging, interlibrary loans, children's or adult services.

SUPERVISION RECEIVED

The Library Services Director and/or Library Services Manager provide direction.

SUPERVISION RECEIVED

Assignments may include indirect supervision of paraprofessional staff.

DISTINGUISHING CHARACTERISTICS

Librarian I - This is the entry-level position within the professional Librarian classification series. Work may involve responsibility for assignments in any library program area, which requires the application of fundamental library science principles and practices. Assignments are generally limited in scope and within the design and procedural framework established by higher-level employees. However, as experience is acquired, the employee performs with increasing independence.

Librarian II - This is the journey-level position within the professional Librarian classification series. This classification is distinguished from that of a Librarian I by the greater complexity of the assignments received and by the greater independence with which the employee is expected to operate. Employees at this level work under general supervision and are expected to perform the entire range of moderately difficult professional duties requiring a complete knowledge of departmental policies and procedures. While some or all of these duties may be assigned to a Librarian I, it is the initiative taken and the level of responsibility assumed that distinguishes a Librarian I from a Librarian II. Positions in this classification are flexibly staffed and normally filled by advancement from the lower classification of Librarian I.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Assists in the development and implementation of programs and services such as outreach to homebound patrons, public relations, coordination of volunteers, children's services outreach through San Bruno Cable TV.

Secures books through interlibrary loan system; searches appropriate databases and identifies books and other materials; requests materials from an appropriate source; processes materials for distribution to the patron; responds to requests from other libraries for interlibrary loans.

Performs professional work in rendering reference, reader's advisory, and librarian instruction to patrons, in classification and cataloging of materials, and in the ordering of books, documents, periodicals, and other materials.

Conducts children's story times.

Prepares publicity; coordinates the publication of brochures; coordinates the dissemination of Library program publicity.

Reviews book collection to determine additional materials needed; selects materials for repair or discard.

Attends and represents the Library at professional meetings as required.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Librarian I

Knowledge of:

Principles and practices of professional library work; reference methods, techniques, and sources used in library work; public library materials selection standards and policies; computer-based technologies for libraries for both reference and bibliographic applications; internet applications for public libraries; materials and services available in public libraries; integrated library systems or similar programs; online and electronic media formats and their applications in public libraries; proficiency in office productivity software including word processing, spreadsheet, and presentation software.

Ability to:

Assist library patrons in response to reference and related library questions; establish and maintain positive and cooperative relationships with Library and City staff, patrons, and citizens, library personnel at other libraries within the system, and system-level personnel; use independent judgment and initiative; remain calm when faced with difficult situations and/or several people at the same time, handling situations with tact and firmness; relate to the public in a tactful and effective manner; communicate clearly and concisely, both orally and in writing; use personal computer for word processing and other applications;

EDUCATION AND EXPERIENCE

This position requires a Masters Degree in Library Science from an American Library Association accredited college or university. No professional experience is required.

Librarian II

In addition to the qualifications for Librarian I:

Knowledge of:

Operating policies and procedures of the Library; policies, procedures, and functions of the library system; principles and practices of supervision and training;

Ability to:

Assist in developing operating policies and procedures related to area of assignment; supervise and train paraprofessional staff; perform all professional library duties independently with minimal supervision; implement and enforce Library and City policies and procedures; handle difficult situations and patrons at the Reference Desk, Circulation Desk, and any other parts of the building.

EDUCATION AND EXPERIENCE

This position requires a Master's Degree in Library Science from an American Library Association accredited college or university, plus two years of increasingly responsible professional experience performing duties similar to a Librarian I in the City of San Bruno.

SPECIAL REQUIREMENTS

Ability to obtain and maintain a valid California driver's license.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Employees primarily work in an indoor public service environment. Work schedule may include evenings and weekends.

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