

LIBRARIAN I
LIBRARIAN II

DEFINITION

To perform professional duties in support of Department activities including libraries and museums; to assist customers with inquiries and research; to code, classify, and lead cataloging and processing activities of technical staff; and to select and evaluate collection materials.

DISTINGUISHING CHARACTERISTICS

Librarian I – This is the entry level class in the Librarian series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Librarian II – This is the journey level class within the Librarian series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from the Library Supervisor in that the latter has first-line supervisory responsibility and performs the most difficult and responsible types of duties assigned to classes within this series including assigned program responsibilities.

SUPERVISION RECEIVED AND EXERCISED

Librarian I

Receives general supervision from a Recreation & Library Supervisor or Parks, Recreation & Libraries Manager..

May exercise direct supervision over technical and administrative support personnel.

Librarian II

Receives direction from a Recreation & Library Supervisor or Parks, Recreation & Libraries Manager.

May exercise direct supervision over technical and administrative support personnel; and technical and functional supervision over lower level professional personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Provide reference and advisory services to customers; perform professional work in the classification, cataloging, and ordering of collection materials of various media including original cataloging when required; assist with implementing on-going authority control procedures and maintain authority file.

Provide administration and maintenance of an integrated library system; the library's commercial databases; the department's web pages and social media sites and virtual department services.

Train staff and patrons on new techniques and technologies associated with library services.

Assist in developing the collection by reading, reviewing and recommending materials; review current collection to determine additional materials needed and select materials for repair or discard.

Observe operations and make recommendations related to a variety of library services including Internet, audio-visual, reference and technical services; prepare and maintain related records and reports.

Identify various user and community needs and recommend, plan and assist in developing appropriate programs; design and arrange library/museum materials for display; compile bibliographies for print and/or department website use.

Assess customer needs through discussion with patrons; make recommendations about effective use of department resources and services to meet customer needs.

Instruct customers in the use of library tools including catalogs, computer databases, bibliographic resources, and the Internet.

Propose, plan, coordinate, market and implement a variety of community outreach programs, department programs, museum programs and activities, and special events as assigned.

Consult with library professional staff on the selection, implementation and maintenance of library technology, equipment and software programs.

Test and implement computer applications and analyze problems with existing applications; consult with City department staff; coordinate system activities with users to identify needs; participate in the installation of software, system configuration, and troubleshooting of software and hardware issues in support of the City's virtual library.

Seek ways to improve information access in support of the department's mission and programs; promote and maintain the library's commercial databases.

Provide support and expertise in the selection, setup and maintenance of third party software. Promote library and museum services and programs through news releases, flyers, brochures, social media, email marketing and current website information.

Assist in the design and implementation of standards for selection, review and replacement of subject collections; conduct ongoing statistical analysis of collections and collection needs.

Assist in budget priorities regarding assigned area; prepare budget reports; administer, coordinate, monitor and control expenditures and budget for collection development, programs, marketing and advertising

Prepare and administer grants.

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Librarian I

Knowledge of:

Principles and practices of library science.

Library organization, services and equipment including applicable information systems technology.

Basic principles and practices of program development and service delivery.

Information sources, bibliographies, reference materials, and cataloging and classification systems.

Collection development, including material selection and cataloging procedures.

Principles and practices of library systems administration, programming, electronic data processing and application documentation.

Current trends, standards and emerging technologies in public libraries and the Internet.

Techniques of customer service and patron assistance.

Ability to:

Perform professional library work related to research and classification and cataloging of library materials.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; intermittently push and pull carts; stand and sit continuously when on a public desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Assess customer needs and provide accurate reference information through use of appropriate search techniques.

Plan, organize and coordinate a variety of programs as assigned.

Obtain information through interview; work courteously with the public, and work effectively with interruption.

Interpret and explain pertinent library and City policies and procedures.

Use automated library systems and modern office equipment, including personal computer programs for word processing, spreadsheet, database, and audio/visual display applications.

Communicate clearly and concisely, both orally and in writing.

Prepare a variety of reports and maintain accurate records and files.

Recognize problems or potential problems regarding library technology functions.

Supervise, train and evaluate assigned personnel.

May work weekends and evening shifts as assigned.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

No experience is required.

AND

Training:

A Bachelor's degree from an accredited college or university.

Possession of a Master's degree in Library Science is desirable.

License or Certificate:

Possession of a valid California driver's license by date of appointment.

Possession of, or ability to obtain, First Aid and CPR Certifications as issued by the American Red Cross within six months of hire.

Librarian II

In addition to the qualifications for the Librarian I:

Knowledge of:

Principles and practices of public library service development.

Advanced library reference sources and complex search techniques.

Public library policies and procedures.

Ability to:

Independently perform professional librarian duties.

Assist in developing operating policies and procedures related to area of assignment.

Experience and Training

Experience:

Two years of responsible experience performing duties similar to that of a Librarian I with the City of Roseville.

AND

Training:

A Bachelor's degree from an accredited college or university.

Possession of a Master's degree in Library Science is desirable.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of, or ability to obtain, First Aid and CPR Certifications as issued by the American Red Cross within six months of hire.

05-10-19

01-16-19

10-31-14

08-25-12 Librarian I/II

10-22-10

08-18-04

09-16-98

09-11-90

10-01-88

02-05-86 Librarian I/II

07-01-79 Children's Librarian

07-01-79 Reference Librarian