

Job ID	L254	Librarian II	Pay Class / Freq	S / B
Job Group	PROF	Professional	Pay Grade/Step	P03 /
Benefit Group . .	NCSE	NON CIVIL SERVICE EMPLOYEES	FLSA Exempt Y/N	Y
Union Code			Evaluation Method	PR
EEO Job Cat. . . .	002	Professionals	Evaluation Date	06/13/97
Workers Comp . .	8838 /	Libraries/Museums w/Clerical	Evaluation Points	492

General Summary

Supervises and administers library programs at a branch library or inter-library loan program. Machines and equipment used are computer, standard office equipment, and handcars.

Performs job duties in a way that promotes a positive image of the City organization and the department; demonstrates effective interpersonal skills and delivers exemplary customer service.

Principal Duties

It is an essential function of this classification to report for work ready to perform the duties required of the position. The following is intended to be descriptive of the principal duties of a class of positions. A specific position may:

1. Select, train, evaluate, and supervise employees providing library services; establish performance standards, work priorities, goals, objectives, and schedules.
2. Organize and implement library programs to meet community needs; may plan and implement workshops for library staff; evaluate effectiveness of programs.
3. Evaluate, select, and purchase materials for library collection. Monitor budget expenditures for library materials.
4. Answer questions from library patrons; assist in locating materials; and instruct patrons in the effective use of library equipment and resources.
5. Use computer systems and microfilm to find lending locations.
6. Assist paraprofessional and clerical staff in circulation as needed.
7. Perform related duties as required.

Supervisory Relationships

The incumbent is responsible for a work unit. The incumbent has authority to assign and supervise work, determine priorities, and establish work procedures under guidelines and directions provided by the department head. The incumbent has authority to make hiring, disciplinary, and termination recommendations; and to evaluate employee performance.

Control of Actions

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Control of Actions

The incumbent works under direction of the supervisor; contacts with the supervisor are usually related to planning of activities, providing progress reports, or resolving problems. The incumbent exercises supervisory authority. The incumbent has fiscal responsibility for branch library assets, and is authorized to spend funds for library materials and supplies.

Contact with Others

Incumbent has regular dealings with library patrons or staff of other libraries to answer questions, provide information and assist in using library resources. Incumbent has frequent dealings with other library employees.

Working Conditions

The incumbent typically works in the public areas of a library at a desk or counter. The incumbent may work in an area not open to the public.

Education

Completion of a master degree in library science.

Experience

Two years of professional library experience; or any combination of education and experience which provides the following knowledge, abilities, and skills:

Knowledge of

Principles and practices of library science; computer applications related to library functions; library organization, procedures, and policies.

Ability/Skill to:

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Ability/Skill to:

Effectively provide customer service to library patrons; evaluate, acquire, and properly catalog library materials; develop, coordinate, and implement library programs; operate computer and software; supervise the work of others.

Physical Requirements

1. Ability to occasionally lift up to 25 pounds.
2. Ability to occasionally carry up to 25 pounds.
3. Ability to frequently stand and walk.
4. Ability to occasionally kneel.
5. Ability to frequently pull or push objects.
6. Ability to frequently rotate upper trunk to right or left while sitting or standing.
7. Ability to frequently reach above, at, or below shoulder height.
8. Ability to frequently handle objects.
9. Ability to frequently crouch or stoop.

Date Written/Revised

07/16/96

FLSA Exemption

EXEC
Executive exemption

Occup Employment Code

Occup Cat

25-4021
Librarians