

Job ID . . . . .	L223	Librarian III	Pay Class / Freq . . .	S / B
Job Group . . . .	MGMT	Management	Pay Grade/Step . . .	M04 /
Benefit Group . .	NCSE	NON CIVIL SERVICE EMPLOYEES	FLSA Exempt Y/N . . .	Y
Union Code . . . .			Evaluation Method . . .	MA
EEO Job Cat. . . .	002	Professionals	Evaluation Date . . . .	07/11/97
Workers Comp . . .	8838 /	Libraries/Museums w/Clerical	Evaluation Points . . .	460

#### General Summary

Supervises and administers a major division of library operation. Machines and equipment used include computer, standard office equipment, and micro-film/microfiche reader.

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. Administer and supervise a major division of library operation such as public services, technical services, branch services, or system services.
2. Select, train, evaluate, and supervise employees directly or through subordinate personnel; establish performance standards, work priorities, goals, objectives, and schedules.
3. Prepare and administer budget for a library division.
4. Prepare studies and analyses pertaining to library development, services, or policies; recommend new programs or changes in library operations.
5. Provide assistance to library patrons as needed.
6. Perform related duties as required.

#### Supervisory Relationships

The incumbent supervises a staff of professional, paraprofessional, and clerical employees. 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

The incumbent works under direction of the department head; contacts with the

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Control of Actions

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 a library cost center. Work requires analysis and judgment in accomplishing diversified duties. Requires the exercise of independent thinking within the limits of policies, standards, and precedents.

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 and employees in city departments which provide internal services. Work may require providing advice to others outside direct reporting relationships on specific problems or policies.

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

Three to five years of professional library experience; or any combination of relevant 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; in-depth knowledge of library organization, procedures and policies; principles and practices of management and supervision; research and statistical analysis.

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## Ability/Skill to:

Manage and supervise a division of library operation; direct and supervise the work of others; prepare and administer a budget; analyze operations and make recommendations to meet needs; communicate effectively orally and in writing.

## Physical Requirements

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

## Date Written/Revised

07/16/96  
12/30/97

## FLSA Exemption

EXEC  
Executive exemption

## Occup Employment Code

Occup Cat  
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25-4021  
Librarians