

COUNTY OF SOLANO
CLASS SPECIFICATION
LIBRARIAN (SUPERVISING)

CLASS SUMMARY:

Under general direction, plans, organizes, supervises and participates in the work of a division or a library branch of the County Library System; oversees budgets for materials and supplies; has regular contact with the general public, outside organizations, and other County/City personnel in connection with library activities and operations; develops programs of community interest; serves as a member of the department's supervisory team.

This class is characterized by the combination of first-line supervisory duties and responsibilities inclusive of interpreting, enforcing and carrying out assigned duties within the framework of established County and library policy coupled with the performance of professional librarian work. This work requires a broad knowledge of contemporary professional methods and techniques to serve a variety of customers with differing needs.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the

- **Library Branch Manager** class which has responsibility for the management and administration of a number of branch libraries; and the
- **Librarian** class which is the journey level class within the Librarian series responsible for performing the full range of professional librarian duties; and the
- **Library Assistant, Supervising** class which plans, organizes and supervises clerical and technical level library services.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from a Library Branch Manager, Deputy Director of Library or Support Services, or Assistant Director of Library Services.

Exercises supervision over professional, technical, and clerical staff.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department. This is not intended to be an inclusive list.

Performs professional Librarian function by:

- Cataloging and classifying library materials by determining and assigning main entry, subject heading and cross references; and, participating in determination of cataloging policy;
- Organizing, maintaining catalogs/indexes of a variety of print and digital materials;
- Selecting, recommending and/or coordinating staff recommendations regarding library materials to be purchased, repaired or discarded;

- Demonstrating and assisting with the use of library resources, tools, equipment and electronic resources, including digital downloads;
- Answering readers' advisory and general reference questions from telephone, webpage and in-person queries by accessing a variety of print and non-print resources, including electronic resources;
- Implementing/conducting and evaluating age-level programs within the library or the community through outreach and/or partnerships;
- Providing assistance to and advises customers of all ages in the effective use of the Library collection, facilities and services.

Performs supervisory duties over subordinate personnel such as:

- planning, assigning, and scheduling staff's work activities and deadlines;
- establishing standards for acceptable work products and evaluating performance;
- reviewing work and recognizing employees' work efforts and accomplishments;
- proposing disciplinary actions;
- reviewing and approving timesheets and requests for leave;
- interviewing applicants and recommends selections;
- providing career development mentoring and recommending training and career development opportunities;
- ensuring that employees are properly trained and that they are scheduled for or have received required training or needed formal training;
- providing instruction and/or guidance to employees in handling difficult or complex work problems.

Assist management in the administration of a division or branch library by:

- overseeing the functioning of the library facility, including the security of assigned facility and daily and preventive maintenance;
- preparing monthly, annual or special reports; compiling library activity reports and statistics; writes library service related correspondence and uses social media to promote the library;
- participating in the administration of the division or branch library budget by submitting budget recommendations for facility maintenance and enhancement and/or new or replacement equipment, oversee division or branch library budget, monitoring expenditures and approving routine purchases;
- responding to customer complaints and recommending changes to improve customer service; monitoring and evaluating service patterns;
- developing, communicating, supporting and enforcing County and Department policies and procedures, especially rules pertaining to library usage;
- developing, implementing and participating in special projects, programs, and/or events;
- representing the Library in the community and before various boards and commissions;

- maintaining professional knowledge in applicable areas and keepings abreast of changes in job-related rules, statutes, laws and new business trends; making recommendations for the implementation of changes; reading and interpreting of professional literature;
- attending training programs, workshops and seminars as appropriate;
- assuming additional administrative responsibilities in the absence of the branch manager;
- performing other duties as assigned.

Performs outreach to the community, community organizations and schools by:

- informing community members and organizations about library services, programs and collections;
- serving as a liaison to support groups;
- making and maintaining positive ongoing relationships with customers and external groups in order to identify community needs, enhance public services, and generate public interest in and support for the library;
- assesses community needs, plans how to address needs and implements changes.

EDUCATION AND EXPERIENCE:

Education: Master's Degree in Library Science or related degree from an accredited college or university; AND

Experience: Three years of experience performing professional librarian duties.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

Applicants are required to possess a valid California Driver's License, Class C. *Note: The driver's license must be kept current while employed in this class.*

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Standard and accepted principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Library purposes, goals and policies to include the principles and practices of intellectual freedom and the Library Bill of Rights and all pertinent local, State and Federal laws, ordinances and rules.
- Role of the public library in the community.
- Modern library methods, procedures and techniques, materials, and library classification and cataloging.
- Principles and practices of program development, implementation, and evaluation.
- Principles and practices of budgeting, cost analysis, and fiscal management.

- Practices and techniques of administrative and statistical analysis, statistical report preparation, and graphic presentation of analysis.
- Principles and practices of safety management.
- Techniques, inclusive of social media applications/platforms, for promoting and publicizing library services, programs and events.
- Techniques for effectively representing the Library in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.
- Customer service techniques in a wide variety of situations serving a diverse customer population to include the public, vendors, contractors, local municipalities and Library staff.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- Modern office methods, procedures, equipment, personal computers and software.
- English composition, spelling, grammar, vocabulary and punctuation for both written and oral communications.
- Formats appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Basic mathematics for developing, preparing and completing numerical, budgetary, and/or statistical reports.

Skill and/or Ability to:

- Supervise, evaluate, train, and develop staff and organize their work.
- Implement, direct, and delegate library operations/activities.
- Understand, interpret and apply applicable laws, regulations and policies and use good judgment in their application,
- Establish and maintain good relationships with the public and with customers and provide customer service that meets and exceeds the Library's goals and expectations.
- Determine the appropriate course of action in stressful and/or emergency situations.
- Respond to and resolve customer complaints and problems in a timely, accurate courteous, respectful and friendly manner.
- Advise and instruct others in the use of library materials and facilities.
- Collect and analyze data to establish/identify information needs and services effectiveness; recommend policies and procedures in relation to departmental goals and procedures; develop, implement, and evaluate library programs, and a wide variety of library material.
- Represent the office in meetings with representatives from various County and non-County organizations, with local businesses, with customers, and/or with the general public.
- Work with and speak to a variety of individuals and community groups in a tactful and effective manner.
- Communicate clearly, concisely and effectively, both orally and in writing.
- Operate and use modern office equipment including a computer and applicable software.
- Perform professional library tasks.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Positions in the class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion. Tasks may involve extended periods of time at a keyboard or workstation.
- **Lifting, Carrying, Pushing and Pulling – Medium Work:** Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, lifting and carrying bins and boxes of library materials weighing up to 50 pounds occasionally and pushing/pulling and maneuvering book carts weighing up to 200 pounds often.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. Positions in this class also requires employees to have depth perception in order to operate a motor vehicle.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class required the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- **Office Work:** Employees in this class will most often be working in an office setting.
- **Traffic Hazards:** Employees in this class may be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- **Disruptive/Confrontational Human Contacts:** employees in this class may be subject to disruptive and confrontational people.

OTHER REQUIREMENTS:

- **Background Checks:** The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation, the Child Abuse Central Index and criminal checks in any City/County where the applicant has lived, worked or gone to school.
- **Independent travel:** Employees may be required to travel independently, for example, to attend meetings with other County employees, and to attend meetings with community organizations.
- **Hours of Work:** Incumbents may be required to work evenings, Saturdays and Sundays at any library branch or division, as assigned.

CLASS HISTORY AND CLASS INFORMATION:

- **Date Approved by the Civil Service Commission:** October 1991, November 2002; September 2017
- **Date Revised by the Board of Supervisors:** June 30, 2003
- **Class Code:** 345020