

CITY OF HEMET

Class Code: 2511
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LIBRARIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under administrative direction, plans, organizes, and implements services for the Technical Services Section of the Library system; performs professional library work related to book selection, reference services, and special programs; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Librarian class is a professional classification, distinguished from the Library Assistant classification by its responsibility for professional library work. This class differs from the Senior Librarian classification by the latter's primary responsibility to assist the Library Director in planning, organizing, directing, and supervising overall library activities, services, and operations.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Sr. Librarian.
Exercises direct supervision over Library Assistants.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Plans, organizes, and coordinates the technical services activities of the library; assigns, organizes, trains, and supervises the work of volunteers and library staff assigned to technical services.
2. Assists groups and individuals in locating and obtaining materials; furnishes information or provides orientation to library facilities and services; explains and assists in the use of reference materials and sources, such as card catalog or book and periodical indexes to locate information.
3. Provides specialized reference assistance requiring knowledge of library collection, reference books, and materials; compiles bibliographies of library materials; may search catalog files and reference materials to locate information on a requested topic; may answer written or verbal inquiries regarding special reference subjects; answers correspondence on special reference subjects.

4. Selects, orders, catalogs, and classifies new books and materials; according to judgment, determines which books and materials need binding, replacement or withdrawing; may assemble and arrange displays of books and other library materials.
5. Plans and directs or conducts special projects involving library promotion and outreach activity; recruits and trains volunteers.
6. As designated representative of the Library, or in the absence of the Library Director, attends meetings, conferences, or other functions; provides information or participates in discussions regarding Library activities.
7. Assists with the development of the budget and expenditure controls.
8. Provides instruction, and otherwise assists in the training of other Library personnel; reviews and evaluates employee performance.

QUALIFICATIONS GUIDELINES

Education and/or Experience

A Master of Library Science degree and two (2) years progressively responsible professional library experience, or an equivalent combination of education and experience.

KNOWLEDGE AND ABILITIES

Knowledge of:

Principles and practices of professional library work; various library tools; practices involved in the processing of library materials; principles of supervision and automation and computers relevant to operations of a library.

Ability to:

Develop and implement library programs; assist others in conducting research and collecting information regarding a variety of subjects; communicate effectively both orally and in writing and establish and maintain cooperative working relationships.