

**CITY OF REDWOOD CITY
LIBRARIAN I
LIBRARIAN II**

DEFINITION

To perform a variety of professional librarian duties in the activities of the library including reference, cataloging, interlibrary loans, audio visual, children's or adult services.

DISTINGUISHING CHARACTERISTICS

Librarian I: This is the entry level class in the professional library series. Work may involve responsibility for assignments in any library program area which requires the application of fundamental library science principles and practices. Assignments are generally limited in scope and within the design and procedural framework established by higher level employees. However, as experience is acquired, the employee performs with increasing independence.

Librarian II: This is the full journey level class within the professional library series. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Librarian I, or, when filled from the outside, require prior professional library work experience. Appointing authority will approve promotion to higher class based upon the employee's ability to perform substantially the full range of duties for the class and meet the qualification standards for the higher class. A Librarian II works under direction and is expected to perform the entire range of moderately difficult professional duties requiring a complete knowledge of departmental policies and procedures. Work in this class is distinguished from that of a Librarian I by the greater complexity of the assignments received and by the greater independence with which an incumbent is expected to perform.

SUPERVISION RECEIVED AND EXERCISED

Librarian I

Receives general supervision from higher level librarian positions.

Exercises direct and functional supervision over technical and clerical staff.

Librarian II

Receives direction from higher level library positions.

Exercises direct and functional supervision over technical and clerical staff.

**CITY OF REDWOOD CITY
LIBRARIAN I-II (*Continued*)**

EXAMPLES OF DUTIES

Advise and assist library patrons; demonstrate the use of library catalogs and other user aids; refer patrons to other appropriate agencies if appropriate.

Assist in the development, implementation, and evaluation of programs and services in such areas as children, adult, and others; recommend program and procedure changes.

Participate in library publicity and public relations activities; prepare exhibits for publicity.

Refer patrons to books or other Library materials to further their reading interest.

Organize, maintain, and index a variety of reference materials including government documents, maps and pamphlets.

Classify and catalog print and non-print materials.

Perform manual and computerized bibliographic searches.

Maintain and update catalog files.

Review new publications and collection materials and select materials for acquisition and/or disposition, as appropriate.

Serve at a reference desk and research and respond to difficult or technical reference questions.

Participate in department meetings and continuing education programs as appropriate.

Attend and represent the Library at professional meetings as required.

Perform outreach to the community, community organizations, and schools; inform citizens and community organizations about library services, programs and collections.

Coordinate periodical selection and holdings.

Respond to citizen complaints and requests.

Assist in selecting, supervising, training and evaluating assigned staff.

Plan, prioritize, assign, supervise and review the work of staff involved in department.

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LIBRARIAN I-II (Continued)

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.

Compile library activity reports and statistics.

Perform related duties as assigned.

QUALIFICATIONS

Librarian I

Knowledge of:

Principles and procedures of professional library work including methods, practices, and techniques of library classification, cataloging, and reference.

Policies, procedures and functions of a library system.

Public library materials selection standards and procedures.

Library methods, techniques, and sources.

Computerized cataloging and bibliographic data bases and rules for entry of material.

Interpersonal communication techniques for dealing with the public.

Materials and services available in public libraries.

Ability to:

Perform professional library tasks in areas of reference, cataloging, interlibrary loans, audio visual, children's or adult services.

Operate computerized cataloging and bibliographic data bases.

Work well with the public.

Assist library patrons in response to reference and related library questions.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Communicate clearly and concisely, both orally and in writing.

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LIBRARIAN I-II (*Continued*)**

Physical Characteristics:

Must be in sufficiently good health to perform job duties.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

No experience is required.

Training:

Possession of a Master of Library Science degree from an American Library Association accredited college or university.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Bilingual ability may be required of some positions.

Librarian II

In addition to the qualifications for Librarian I:

Knowledge of:

Community agencies' functions and resources.

A wide range of reference tool and information sources.

Policies, procedures, and functions of the library system.

Principles and practices of supervision and training.

Ability to:

Work independently.

Supervise and train assigned staff.

**CITY OF REDWOOD CITY
LIBRARIAN I-II (*Continued*)**

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience performing professional library work.

Training:

Possession of a Master of Library Science degree from an American Library Association accredited college or university.

Effective Date: April, 1988

Bargaining Group: Service Employees' International Union - Local 715