

LIBRARIAN III

CODES/PAY RANGE

Class Code: 2635

EEO Code: B

Pay Range: 214

MAJOR FUNCTION

Professional, technical, and supervisory library work involving a specialized function of Reference/Adult Services, Children's, or Computer/Audio Visual in a Regional library; or serving as assistant head librarian in a full-service branch.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Assists patrons.

Participates in collection development. Markets collection.

Directs and supervises a specialized section in a regional library and its staff, or serves as an assistant head librarian in a full-service branch.

Plans programs, keeps records, and compiles formal and informal reports to Head Librarian regarding progress toward library's general objectives.

Assists in developing recommendations on policy and procedural changes.

Participates in professional and community associations and organizations.

Prepares and presents programs before community groups.

As Assistant Head Librarian in full service branch, receives reports from and coordinates activities of service or unit heads including scheduling and work assignments. Implements staff in-service training. Recommends employee classifications, promotions, and other personnel activities within the branch. Acts as Head Librarian in absence of same.

Attends workshops and conferences as required.

Uses on-line databases such as CLSI and PCS.

Performs related work as required.

(Librarian III continued)

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of modern professional library principles, practices, and procedures in one or more areas of public library specialization. Knowledge of the methods of analyzing library needs and reader interests, and other aspects of the information sciences. Knowledge of library management and supervisory principles. Knowledge of book and library material selection standards and policies of the library system.

Ability to plan, organize, and direct the service programs and activities to which assigned. Ability to establish and maintain effective working relationships with employees and patrons of the library. Ability to plan, direct, and train library personnel. Ability to communicate clearly and concisely, orally and in writing. Ability to make decisions based on established policies and procedures and exercise independent judgement.

MINIMUM QUALIFICATIONS

Master's Degree in Library Science from an ALA accredited program plus two (2) years professional library experience after the MLS including experience as a supervisor of technical work and/or a specialized function of library service (such as: Reference, Children's, Computer AV, or Cataloging).

ADA REQUIREMENTS

Physical Demands: Light to medium work. Ability to see, hear, talk; finger dexterity. Ability to lift (10 lbs), carry, bend, reach, kneel.

Mental Demands: Ability to read and comprehend professional and technical manuals, procedures and journals; memos, policies, safety instructions, manuals. Ability to write business letters, summaries. Ability to speak clearly and concisely relating information, details and procedures to layman. Ability to perform basic mathematical functions.

Environmental Demands: Inside work.

Revised 10/94