

## **LIBRARIAN IV**

### CODES/PAY RANGE

Class Code: 2640

EEO Code: B

Pay Range: 216

### MAJOR FUNCTION

Professional, technical and administrative library work serving as Assistant of a regional branch, or head of 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.)

Directs and supervises a full-service branch or serves as assistant head of a regional branch. In charge of branch when Regional Librarian is not present.

Provides direct service to customers in Reference, Computer/AV, or Children's sections.

Plans programs, prepares budgets, keeps records, and compiles and presents formal and informal reports regarding progress toward library's general objectives.

Makes recommendations on policy, organizational, and procedural changes.

Participates in developing goals and objectives for one and five year plans.

Participates in collection development and markets collection.

Participates in professional and community associations and organizations.

Prepares displays and bibliographies. Participates in other marketing and public relation activities.

Prepares and presents programs before community groups.

Directs major efforts to develop and maintain viable volunteer system as support for County staff.

Directs a major library service (reference/adult services; children's; computer/audio visual) within the regional branch while serving as assistant head. Oversees work and supervises staff in Reference, Children's, Computer/AV and Circulation sections.



**(Librarian IV continued)**

Receives reports from and coordinates activities of service or unit heads including scheduling and work assignments. Plans staff in-service training. Recommends employee classifications, promotions, and other personnel activities within the branch.

Uses on-line databases such as CLSI and PCS.

Performs related work as required.

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 other library materials selection standards and policy 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 communicate clearly and concisely, orally and in writing. Ability to make decisions based on established policies and procedures. Ability to organize and direct library services, programs, and activities in a full-service or regional branch.

MINIMUM QUALIFICATIONS

Master's Degree in Library Science from an ALA accredited program and three (3) years of professional library experience after the degree, including responsible supervisory or administrative work preferably as head of a library work unit or as assistant head of a branch.

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.