

LIBRARIAN V

CODES/PAY RANGE

Class Code: 2643

EEO Code: B

Pay Range: 217

MAJOR FUNCTION

Professional and technical work involving specialized functions with system responsibilities in: the management of a Special Collections, or Collection Development, or Automation/Technical Services, Network Services; or Cooperative Partnerships Manager.

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 positions.)

SPECIALIZED FUNCTION

SPECIAL COLLECTIONS LIBRARIAN

Prepares ordering lists. Prepares booklists, bookmarks, bibliographies and other promotional materials. Contributes to Policy and Procedure Manual. Contributes to one and five-year plans. Participates in grants process.

Makes recommendations on short and long range needs of system and specific branches in collection development and programming and work with branch staff to assist in these endeavors.

May serve as section head within a regional branch. Provides training as requested.

Performs related work as required.

COLLECTION DEVELOPMENT LIBRARIAN

Develops, recommends and administers county-wide library services relating to acquisitions and collection development of library materials in coordination with library staff in areas of Adult, Reference, Children's, Young Adult, Computer/AV and special collections including genealogy, Florida History, literacy, EASL, and foreign language materials.

Supervises ILL, Outreach programs.

Works with library staff and vendors to devise, implement and oversee acquisition plans that are streamlined, cost effective and coordinated. Works with staff to develop collections to meet needs of customers.

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Monitors branch/system publications budgets. Prepares encumbrance reports and other statistical reports on collection use. Recommends goals and objectives as part of one and five year plans. Participates in grants process.

Maintains current knowledge of County growth trends and advancements in library field; plans and recommends improvements in library collections, acquisitions and services consistent with growth patterns and community and system needs.

Contributes to Policy and Procedure Manual.

Serves as member of the Volusia County Public Library management team. Participates in professional and community organizations, prepares and presents programs before interested groups.

Performs related work as required.

AUTOMATION/TECHNICAL SERVICES LIBRARIAN

Directs and coordinates the activities of the centralized Technical Services of the library system, including the planning, development, implementation and management of the on-line catalog.

Supervises Technical Services staff. Supervises original cataloging; assigns Dewey numbers when none are on the on-line record. Edits Dewey numbers in CIP until staff are trained in editing Dewey numbers. Trains staff in use of machine readable cataloging (MARC) on OCLC and CLSI. Is knowledgeable of any changes or proposed change in OCLC and CLSI and communicates as needed to the system. Services as OCLC training contact, performs OCLC software upgrades. Projects Solinet/OCLC budget, modifies OCLC profile as needed. Maintains accuracy of database.

Responsible for ordering data mailers, barcoded patron cards, item barcodes, tapes and related materials.

Serves as a member of the Volusia County Library management team. Works with Circulation Section Head and attends their meetings.

Participates in grant process. Contributes to one and five year plans.

Performs related work as required.

NETWORK SERVICES LIBRARIAN

Responsible for all computers and library related technology including the internet-based patron catalog and the internal library network..

Trains and directs technology staff in the performance of telecommunication system design and implementation, planning and budgeting network management and troubleshooting, migration and evaluation of information technology services.

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Formulates policy and procedural recommendations for network services and information technology.

Reviews and interprets local, state and federal information technology policies, regulations and guidelines and researches future technologies as they relate to libraries. Recommends modification to library policies and procedures relating to technology. Prepares reports for state and federal agencies of applicable telecommunications rate and contract documents.

Responsible for state certifiable annual and five-year technology plan including strategic direction for the Library's information technology. Evaluates progress with the Director and management team. Prepares budget allocations for hardware and software acquisitions related to the technology plan annually and approves expenditures throughout the year. Writes, implements and administers grants related to library information technology.

Supervises information systems analysts, computer operators, administrative interns and volunteers in troubleshooting and maintaining PCS and telecommunications network at both branch and system levels. These responsibilities also include planning and developing projects based on the Library technology plan, and training Computer/AV librarians at the regional branches to enhance their network/computer troubleshooting abilities.

Maintains continuous training and education programs in the utilization of emerging information technologies and related library applications.

Serves as Web Master for the Web Page Team. Works with the Collections Development Librarian to evaluate and recommend system wide software and on-line publication purchases. Provides technical support for any that are purchased.

COOPERATIVE PARTNERSHIPS LIBRARIAN

Responsible for continuing education (plan, present, evaluate, track Orientation, Afternoon at LOC and other continuing education programs). Serves as a member of the Volusia County Public Library management team

Plans and prepares Annual Report. Contributes to one and five year plans. Participates in grants process.

Chairs Cooperative Partnerships Committee. Assists in the development of partnerships.

Writes column for Voices. Prepares and produces Training Calendar and keeps staff informed of training and partnership opportunities. Develops and provides staff recognition programs.

Serves on county-wide committees such as Women in the Workplace Steering Committee, Women in the Workplace Networking and Learning Committee, Merit System Task Team, Training Task Team, Performance Evaluation Task Team.

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Participates in other professional associations (Central Florida Library Cooperative Delegate, Florida Library Association, etc.)

Supervises Special Projects Coordinator.

MINIMUM QUALIFICATIONS

Master's Degree in Library Science from an ALA accredited program plus four (4) years of professional library experience after the degree including responsible supervisory or administrative work.

ADA REQUIREMENTS

Mental demands: Ability to read and comprehend professional and technical manuals, procedures and journals; financial reports, legal documents, memos, abstracts, policies and safety instructions. Ability to write business letters, expositions, summaries, evaluations, financial reports and reports. Ability to perform public speaking including panel discussions and extemporaneous speeches; conversant in theory and practices of discipline. Ability to perform general mathematical functions. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Physical demands: Sedentary work. Ability to talk, see, hear.

Environmental demands: Inside work.

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