

Code: 6123

Title: LIBRARIAN II

SUMMARY: Supervises library staff in developing and implementing public library programs and services, and in coordinating the development and maintenance of library collections. Provides information and assistance to customers in locating print or electronic materials and in operating computer equipment.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Supervises and coordinates the activities of staff and volunteers, determines work priorities within a unit or branch, and assigns work to ensure timely workflow and quality activities to respond to the needs of the County, community, department, section/division, and/or unit;

Assists management with the implementation, evaluation and interpretation of department policies, projects and procedures;

Develops and manages public library programs and services such as Summer Reading Club, specific programs for children, teens, and adults, and computer instruction. Trains staff to conduct or implement programs and outreach to the community;

Makes presentations to customers, schools, community groups, and neighborhood associations;

Prepares and submits routine, recurring and special reports of activities to management;

Supervises, trains and evaluates assigned staff providing direct support to library operations;

Ensures the appropriate training of staff for maximum performance, and provides leadership and guidance;

Contributes to the needs of the community and County by implementing and causing others to implement the organization's values and strategies by leading through example, competency, and accountabilities;

Researches and responds to difficult and/or technical reference questions, resolves user complaints and problems and investigates and resolves operational, and technical issues;

Ensures appropriate procedures are followed in a timely manner and in compliance with local, State and Federal governmental regulations, and other applicable rules and requirements;

Coordinates and attends branch, department management or system-wide meetings to provide input for library operations, programs, and services in support of the library's strategic directions; implements directions from library management and administration;

Supervises personnel in providing assistance to patrons by locating materials or referring patrons to other branches, assisting patrons with the use of library resources including the operation of computers and equipment, and recommending reading material;

Develops and implements programs and services by analyzing and determining community and program needs, monitoring library trends and making recommendations, serving on committees, promoting programs, updating programs as needed, setting goals, seeking funding, selecting, preparing, distributing and presenting materials;

Coordinates the development and maintenance of collections by checking the condition and usefulness of materials, determining which materials to replace, reading book reviews, coordinating the ordering of materials and online databases, and monitoring the budget;

Performs facility management by monitoring and reporting maintenance issues, planning for facility improvements, and investigating and resolving operational or technical issues;

Performs related duties by writing press releases and book reviews, troubleshooting computer problems, coordinating web page material, promoting library services to the public, planning and attending community events, acting as a media spokesperson, evaluating new technology and making recommendations, designing computer resources, and teaching computer classes;

Participates in the check-out/in of library materials, and calculates, collects and accounts for charges for overdue, lost or damaged library materials;

Provides oversight for library expenses;

May provide on-site management of a geographically remote library branch (Arivaca or Ajo);

May recruit, train, assign and evaluate library volunteers;

May provide managerial support/oversight to a satellite branch library.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of staff and volunteer supervision, training and evaluation;

- . library principles, practices, methods, and materials;
- . customer service techniques;
- . community agencies, organizations, and other library resources;
- . basic library reference resources;
- . the principles and practices of public administration;
- . project/program coordination and implementation;
- . the applications of automated information systems;
- . research/analysis method and report writing;
- . public sector budgeting, accounting, and procurement processes;
- . public relations/public speaking/meeting facilitation.

Skill in:

- . supervising, training, and evaluation of staff;
- . coordinating and prioritizing multiple tasks, projects, and program activities;
- . the use of automated information systems to develop and maintain databases, spreadsheets, and word processing programs;
- . analyzing and evaluating information and processes and making recommendations;
- . researching and compiling information and writing reports;
- . establishing and maintaining effective working relationships with community agencies, organizations and other library resources;
- . communicating effectively both orally and in writing;
- . organizing, coordinating, and facilitating meetings and events;
- . interpreting reports, policies, procedures, correspondence, and manuals.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Master's degree in Library and Information Science (MLIS or MLS) from an American Library Association (ALA) accredited college or university and three years of professional-level experience performing library work and one year of general supervisory work-place experience (note: supervisory experience may run concurrently with library experience identified above or may be ancillary to)

OR:

(2) One year of experience with Pima County Public Library (formerly TPPL) as a Librarian I.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of initial/promotional probation.

Special Notice Items: Some positions may require bilingual abilities in English and a second language, as determined by the Appointing Authority.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

4/12/06(Team)
Updated 04/12/11(1f)