

<p><i>Code:</i> 6124 <i>Title:</i> LIBRARIAN III</p>
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SUMMARY: This classification manages, directs and participates in the operation of a County-operated branch library providing traditional and non-traditional library services. It is distinguished from Law Librarian which is a classification reserved for the Superior Court system and from Technical/Medical Librarians who manage department-specific reference libraries.

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

Manages and participates in the provision of traditional and non-traditional library services to the community;

Meets with community organizations and neighborhood groups to elicit input on desired services which can be provided by the library;

Directs staff in the development and presentation of special programs desired by the community, using library facilities and resources, e.g., children's story times, adult computer education, social services outreach programs, public/community meetings, etc.;

Trains staff to conduct or implement programs and community outreach;

Manages, coordinates, and determines priorities of work load, monitoring levels or resources, establishing time lines, assigning work, monitoring progress, recommending changes and suggestions, reviewing and editing reports prepared by staff, and approving completed projects and reports;

Interprets library policy and ensures staff implementation of library and county policies consistently;

Directs the selection and ordering of library materials;

Directs the cataloging of all library materials according to specialized or general cataloging systems in manual and/or automated systems;

Coordinates the maintenance, repair and modification of assigned facility with appropriate County and other departments and agencies and contracted vendors and service providers;

Prepares and submits library budget proposals and administers operating budgets;

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

Researches and evaluates multi-media equipment, resources and materials for addition to the library collection or use in library operations;

Directs the acquisition and cataloging of all new library materials;

Analyses collection needs and develops materials to meet the needs of the community while maintaining a multimillion dollar materials budget;

Provides leadership and guidance, motivates staff to implement the organization's values and strategic directions;

Supervises, trains and evaluates employee performance, makes recommendations on hiring, termination, and related personnel activities, and initiates progressive discipline process as necessary;

Recruits, trains, assigns and evaluates library volunteers.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of library science, to include collection development and maintenance;
- computer-based resources and applications in a library system;
- principles and techniques of public relations related to the promotion of library resources and services;
- public sector budgeting, accounting and procurement processes;
- trends and advances in library management and resources;

- . library resources in the community;
- . demographics of the serviced community;
- . principles and techniques of staff and volunteer supervision, training and evaluation.

Skill in:

- . assessing, developing and managing the provision of traditional and non-traditional library services to the community;
- . developing and maintaining a multi-media library collection;
- . evaluating and culling the collection to maintain its integrity and usefulness;
- . developing and administering a library budget;
- . promoting the use of library resources, through contact with the public, neighborhood groups and other County departments and agencies;
- . supervising, training and evaluating assigned and volunteer staff; and operating and maintaining of library equipment;
- . maintaining records of activity and submitting routine, recurring and special reports;
- . communicating effectively, both orally and in writing.

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 five years of professional-level experience performing library work and three years 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 II.

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.