

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PRINCIPAL LIBRARIAN

PERSONNEL COMMISSION APPROVAL: *REVISED*

COUNCIL APPROVAL: January, 2003

JOB CODE: 0482
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT
EEOC CODE: PROFESSIONAL

JOB SUMMARY

Under general direction, plans, organizes, supervises and trains assigned library staff and volunteers.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Director of Library Services

Supervises: Professional and clerical library staff and volunteers

DISTINGUISHING CHARACTERISTICS

The Principal Librarian is distinguished from the Senior Librarian based on the level of accountability and responsibility of the duties performed. The Senior Librarian is responsible for the work activities of a specific division/area while the Principal Librarian exercises managerial authority over all library personnel and functions.

EXAMPLES OF ESSENTIAL DUTIES

- Oversees assigned functions of the library including Youth Services, Public Services, Collection Management and Technology;
- Participates on the Library Management Team;
- Supervises staff, evaluates performance, and recommends personnel actions;
- Develops and implements service goals, objectives, and programming for special areas as required and coordinates joint projects with other department supervisory staff and other City departments;
- Makes recommendations for staffing, equipment, materials and supplies;
- Acts as a key contact person for assigned work unit;
- Promotes programs to increase financial support among community and service groups;
- Researches, analyzes data and prepares comparative and statistical responses to other City departments and the library;

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- Directs, coordinates, and reviews work plans established by the Library Director by meeting with staff to identify and resolve problems, assigns work activities and projects, monitors work flow, reviews and evaluates work products, methods, and procedures;
- Evaluates community needs and library programs and implements program changes in response to community needs;
- Recommends training programs for specialized instruction within assigned work unit;
- Develops, writes, and coordinates Library grants and contracts and monitors performance;
- Prepares statistical memos and reports;
- Supervises volunteers and coordinates library support groups in various fund raising and other activities;
- Develops, manages and monitors the implementation of a program budget;
- Attends professional training to stay abreast of industry best practices;
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required;
- Maintains a regular and consistent attendance record;
- Travels to offsite locations within and outside the City;
- Performs other related duties as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Theories, principles and practices of library and information science
- Automated library information systems, software and equipment usage
- Library materials and resources in a broad spectrum of subjects and formats
- Collection development and cataloging and classification procedures for a variety of materials and formats
- Research methods, report writing techniques, and statistical concepts and applications
- Principles and practices of supervision, staff development, training, performance evaluation, and discipline assessment

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- Principles and practices of budget preparation and administration
- Methods and techniques of grant application and administration
- Customer service and public relations

Ability to:

- Develop, coordinate and implement library service programs and activities for all functions of the library system
- Plan, organize, train, direct, and evaluate the work of professional and paraprofessional staff and volunteers
- Prepare clear and concise reports, correspondence and other written materials
- Identify and mitigate customer service issues
- Oversee the development of appropriate and effective collections/resources for all assigned areas
- Operate library automation systems and other computer equipment
- Oversee the classification and cataloging of materials and implementation of cataloging systems
- Conduct detailed research and analysis and prepare statistical reports using spreadsheet programs
- Develop and administer budget information
- Maintain accurate records; operate personal computer and standard software applications
- Establish and maintain effective interpersonal relations with those contacted in the course of work
- Communicate effectively, both orally; and in writing
- Analyze data, recognize problems, arrive at sound conclusions, and make logical decisions

Education/Training: ALA-accredited Master's Degree in Library and Information Science.

Experience: Five (5) years of increasing responsible full-time professional library experience, including two (2) years of supervisory experience. Experience working in branch libraries, a Central Library division and/or technical services is highly desirable.

Certificates/Licenses: A valid California Class C driver license with an acceptable driving record required at time of appointment and during course of employment.

SPECIAL CONDITIONS

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Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties performed.

Tasks involve the ability to exert physical effort in sedentary to light work including moving from one area of the office to another; lifting, carrying, pushing and/or pulling objects and materials of light weight (5 - 10 pounds), and sitting, reaching, twisting, and leaning. Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/materials used in performing essential functions such as computer keyboards, calculators, copiers, and other office equipment. Requires hearing and speaking to answer the telephone or respond to questions of co-workers, subordinates, or the general public. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

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