

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: LIBRARIAN

PERSONNEL COMMISSION APPROVAL: MARCH 20, 2019 (REVISED)
COUNCIL APPROVAL: DECEMBER, 2001

JOB CODE: 0114
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

JOB SUMMARY

Under general supervision, plans, conducts, and participates in various library functions, such as reference, adult and children services, and circulation.

SUPERVISION RECEIVED

Reports to: Senior Librarian

DISTINGUISHING CHARACTERISTICS

Librarian is professional-level class in the Library Services job series and performs the full range of librarian work. Librarian is distinguished from the Senior Librarian classification by the level of responsibility and the complexity of the duties assigned.

EXAMPLES OF ESSENTIAL DUTIES

- Provides customer service at public service desk; researches and answers questions from patrons and assists them in use of library resources
- Provides expertise in specific areas of the library such as business, technology, fiction, government documents, arts and culture, children's and teens' collections and inter-library resource sharing
- Develops, implements, and evaluates services and programs in a designated area such as adult services, children's services youth services, and outreach; develops new services and programs to meet community needs
- Provides reference services utilizing electronic resources including but not limited to online catalogs, the Internet, social media, online databases and indexes
- Provides assistance to and advises patrons, including children, young adults, adults and senior citizens in the effective use of the library collection, facilities and services; demonstrates the use of library resources, tools, equipment, and electronic reference sources; assists with digital downloads

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CLASS SPECIFICATION



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- Prepares print and on-line bibliographies utilizing web tools and other e-resources
- Performs collection management activities in assigned areas; evaluates and culls the collections on an ongoing basis; gathers information to design collections and services
- Participates on library committees and teams to complete projects and provide support services
- Organizes, maintains, and catalogs/indexes a variety of print and digital materials
- Provides instruction and oversees the work of paid and volunteer support staff
- Develops and implements programs for various levels of readers, including adults, teens, tweens, or children
- Performs community outreach with other library staff and volunteers
- Reports to work as scheduled; maintains a regular and consistent attendance record
- Responds to emergency calls for service on a call-out basis; works outside of normal business hours, as needed.
- Performs other related duties as required

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. Management reserves the right to add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Knowledge of:

- Theories, principles and practices of library and information science; current trends in libraries and library services
- Theories, principles and procedures of cataloging, indexing, classifying, and organizing library materials
- Principles and techniques used in bibliographic research
- Automated library information systems, software and equipment usage
- Library materials and resources in a broad spectrum of subjects and formats
- Current and emerging technologies to address the needs of adult, children, and teen patrons
- Collection development and cataloging and classification procedures for a variety of materials and formats
- Research techniques using print, media, electronic databases and the Internet
- Customer service and public relations
- English usage, spelling, grammar, and punctuation
- Principles and practices of filing and record keeping

Ability to:

- Coordinate and implement library service programs and activities

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: LIBRARIAN

- Mitigate customer service issues
- Develop appropriate and effective collections/resources within an assigned area
- Operate library automation system and other computer equipment
- Classify and catalog materials and implement cataloging systems
- Provide instruction to patrons on the use of computers and other electronic equipment
- Maintain and follow department processes and regulations
- Communicate effectively verbally and in writing
- Deliver quality customer service
- Work independently and as a team member
- Oversee the work of staff and volunteers
- Establish and maintain effective working relationships with those contacted in the course of work

Education: American Library Association-accredited Master's Degree in Library and Information Science.

Experience: One year progressively responsible experience in a public library setting.

Certifications/License: A valid California Class C driver license with an acceptable driving record at time of hire and throughout employment.

SPECIAL CONDITIONS

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,

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: LIBRARIAN

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 answer questions.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. Dec. 2001 JD
Rev. Jan. 2012 JD
Rev. Mar 2019 JD