

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR LIBRARIAN

PERSONNEL COMMISSION APPROVAL: OCTOBER 21, 2020 (Revised)
COUNCIL APPROVAL: JULY, 1993

JOB CODE: 0077
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT
EEOC CODE: PROFESSIONAL

JOB SUMMARY

Under general supervision, performs specialized professional library work pertaining to a specific division of the library.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Principal Librarian
Supervises: Professional and clerical library staff and volunteers

DISTINGUISHING CHARACTERISTICS

Senior Librarian is an advanced journey-level position. The position is distinguished from the Librarian classification by the level of responsibility assumed, the supervisory responsibilities, and the complexity of the duties assigned. The position is distinguished from the Principal Librarian classification in that the Principal Librarian exercises managerial authority over all library personnel and functions while the Senior Librarian is responsible for the work activities of a specific division/area.

EXAMPLES OF ESSENTIAL DUTIES

- Plans, organizes and supervises a division/area of the library; prepares work schedules of personnel and volunteers; supervises staff, evaluates performance, and recommends personnel actions;
- Acquires and makes available for public use informational materials in all formats (e.g. print, electronic and digital);
- Coordinates and oversees the classification and cataloging of library materials, working with vendors and staff to utilize computerized systems and technology tools;
- Implements and maintains automated information systems, such as the Library's integrated system and patron database, as well as other electronic resources and

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- databases, both on site and remotely available;
 - Interacts with the vendors and suppliers to assess and analyze workflow in support of direct customer service;
 - Participates with other managers in strategic planning and other organizational development efforts in the library and the City;
 - Serves as liaison to other service areas and departments on issues involving shared services, technology and web-based services;
 - Coordinates the library's web and social media presence; works with other library entities to maintain a positive and effective presence in the virtual community;
 - Orders books, e resources and other materials in accordance with informational needs of the community and requests of readers; maintains library collections;
 - Maintains statistical data and other records; prepares statistical and written reports including budget information;
 - Monitors and controls budget expenditures for assigned division; selects and recommends purchase of equipment, services, materials, and supplies;
 - Develops and prepares grant applications for library programs, services, and materials;
 - Assists in departmental public relations activities; coordinates with library support groups and volunteers in fundraising activities; coordinates tours, video programming on projects and other activities with schools and community groups;
 - 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 required.

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
- Trends and developments in the field of library and information science

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- 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 techniques using print, media, electronic databases and the Internet
- Principles and practices of supervision
- Basic statistics and business math
- Budgetary planning and preparation
- Customer service and public relations

Ability to:

- Develop, coordinate and implement library service programs and activities within a specialized library function, including but not limited to children's services, research, technology, collection management, borrower services, cataloging and patron support services
- Plan, organize and direct the work of professional and paraprofessional staff and volunteers
- Prepare clear and concise reports, correspondence and other written materials
- 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
- Prepare statistical reports using data analytics and spreadsheet software programs
- Prepare budget information and assist in budget development for the assigned division
- 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 recommendations and/or decisions

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

Experience: Two (2) years full-time professional library experience.

Certificate/License: Valid California Class C driver license and an acceptable driving record required by time of appointment and during course of employment.

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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, 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 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.

Rev. Nov. 2011 JD
Rev. Jan 2020 PA