

CITY OF COVINA
PRINCIPAL LIBRARIAN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, plans, directs, supervises, and participates in the activities of the Technical Services section of the Library; oversees materials acquisitions, cataloging and processing; performs long range planning for library automation resources; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Principal Librarian** is the supervisory level class responsible for directing and coordinating the acquisition, cataloging and processing of all forms of library materials and resources. Incumbents ensure consistency and accuracy in cataloging, and keep abreast of revisions in cataloging rules, trends and practices. This classification is distinguished from the next lower classification of Senior Librarian by the responsibility for directing the operations of a major library section, and for the day-to-day supervision of an assigned staff.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Director of Library Services. Exercises direct and indirect supervision over assigned library support staff and volunteers.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, directs, supervises and participates in the work of staff responsible for the acquisition, cataloging and processing of a wide variety of library materials; assesses daily workflow and makes necessary assignments to ensure efficient and effective patron services; participates in the selection, motivation, evaluation, and training of assigned staff and volunteers; monitors work activities to ensure safe work practices, work quality and accuracy; develops, implements and maintains record keeping procedures and techniques.
- Supervises and participates in the development, implementation and maintenance of goals, objectives, policies and procedures in areas of assigned supervisory responsibility; reviews and evaluates work methods and procedures for improving organizational performance and meeting section goals; ensures that goals are achieved.
- Develops and administers assigned budgets; evaluates and recommends funding for staffing, equipment, materials, and supplies.
- Participates in collection development, including selection, discard and maintenance of materials; catalogs and classifies library materials; maintains and continually updates knowledge of new and existing library materials and resources; ensures materials are available and useful to the public.

- Provides direction in the development of long range plans for library automation; performs analysis and provides budget estimates; prepares and submits grants proposals for automated services and equipment; provides troubleshooting and maintenance for computers, peripherals and software; keeps abreast of new technologies and practices; serves as department liaison with the City's Information Technology staff.
- Monitors and keeps informed of current trends in the field of technical services; applies new cataloging rules and interpretations as appropriate; resolves cataloging conflicts or ambiguities; attends professional meetings and conferences; serves at the reference desk as needed.
- Responds to questions and concerns from library patrons, the general public, departmental staff and other agencies; provides information and resolves service issues or complaints; represents the department with other City departments, other agencies, civic groups and the public; establishes and maintains a customer service orientation.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, documents and materials weighing in excess of 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Principal Librarian**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of increasingly responsible library experience, including one year at a supervisory level, and a Master of Library Science degree.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Theory, principles and practices of library sciences; authors, media and other sources of library resources and information; principles and practices of collection development, cataloging and classification; reference methods, techniques and resources; library automation and new technologies as applied to public libraries; principles and practices of budget development and administration; methods and techniques of supervision, training and motivation; basic principles of mathematics; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize and evaluate the work of subordinate staff; train, supervise and motivate subordinates in assigned areas of responsibility; appropriately acquire, classify and catalog a variety of library materials; deal effectively and tactfully with patrons and the public; attend evening meetings as required; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications, including a variety of specialized library software.