

## CITY OF COVINA

### SENIOR 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 supervision, provides professional library services in such areas as youth services, readers advisory, reference and automated information services; instructs patrons in the use of print, audio visual and on-line resources; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Senior Librarian** is the journey level class responsible for orienting patrons to library procedures, practices, resources and specialized information sources. Incumbents may oversee the provision of specialized services such as reference, youth services and automated information services. This classification is distinguished from the next higher classification of Principal Librarian in that the latter is responsible for overall supervision of the technical services function of the Library.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Assistant City Librarian. Incumbents in the classification do not routinely exercise supervision, but may provide functional and technical supervision and training for staff and volunteers.

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

- Offers specialized professional assistance to patrons in person and by telephone; orients patrons to library procedures, resources and specialized information sources; provides services in a variety of areas in the Library, including youth and adult services, reference, readers advisory, and automated information services; instructs patrons in the use of print, audio visual and on-line resources.
- Participates in collection development in assigned areas, including selection, weeding and maintenance of materials; catalogs and classifies library materials; maintains and continually updates knowledge of new and existing library materials and resources.
- Provides diverse general and in-depth reference services; recommends appropriate research methods and strategies; prepares, publicizes and conducts specialized programs for youth and adult patrons; makes presentations to community organizations and schools; provides for educational and entertaining programs for patrons; creates displays and informational brochures; arranges and conducts tours of the library; assists patrons in the use of automated equipment, software and databases found in the library; assists in the troubleshooting of problems with computers, peripherals, internet sites, and databases.

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- Monitors and keeps informed of current trends in the field of library services; plans and develops programs and collections for use by particular groups of patrons; attends professional meetings and conferences.
- 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 **Senior Librarian**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of increasingly responsible library experience, 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:**

Theories, principles and practices of library sciences; well-known authors, books, media and other library resources and sources of information; principles and practices of collection development, cataloging and classification; reference methods, techniques and resources; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and

specialized library 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:**

Learn and provide services in specialized areas such as youth and adult services, reference, readers advisory, and automated information services; create, design and set-up public displays and information materials; 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.