

LIBRARIAN II

PURPOSE AND NATURE OF WORK

Positions in this class are responsible for a specialized library function which may involve supervisory work and requires little supervision. Incumbents in this class may be responsible for coordinating and overseeing the programming, classes, and reference and public service desk activities for a library section or small regional library, or for selection of print or non-print materials, depending on area of assignment. These positions supervise a small number of paraprofessional employees, or are independently responsible for maintaining a system wide collection under an area of assignment and the management of the Collection Development Librarian III. Positions report to a Librarian III, Regional Library Branch Manager, or Regional Library Manager.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Plans and provides programming, participates in outreach and volunteer coordination, and supervise a small number of paraprofessional employees related to the youth services, teen, or adult services section.

Responsible for planning, coordinating, and conducting programs inside of a library or through outreach services which involve computers, computer programs, e-resources, and a wide variety of technology and makerspace equipment. Responsible for the use and maintenance of makerspace equipment and supplies. Provides formal computer training to adults, and assists patrons with the use of personal electronic devices.

Oversees and participates in the work of librarians, and supervises and participates in the work of paraprofessionals and staff providing library services to all sections of a small regional library. May assist with staff scheduling. Oversees all branch functions when the Branch manager is absent.

Responsible for the evaluation, selection, ordering, and deselection of various types of library materials found in library collections at all locations. Responsible for spending materials budgets specific to circulating print and non-print materials for all collections. Coordinates the circulation of leased materials and inter-library loan lending and borrowing processes for the library system.

All areas of specialization may be required to staff a public service desk providing reference services, reader's advisory, and assistance with computers, makerspace and other print and non-print resources.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of library science principles and philosophy of service, procedures and technology.

Knowledge of fiction and non-fiction reading materials provided in a library.

Knowledge of informational databases.

Knowledge of library technologies and integrated software systems.

Ability to maintain professional standards and provide high level customer service.

Ability to effectively manage and supervise the work of subordinates.

Ability to communicate effectively, both orally and in writing.

Ability to maintain effective working relationships with subordinates, colleagues, and the public.

DESIRABLE TRAINING AND EXPERIENCE

Master's degree in Library and Information Science and progressively responsible professional library experience; or any equivalent combination of training and experience.