



**JOB TITLE:** Senior Librarian

**DATE APPROVED:** August 2015

**DEPARTMENT:** Library

**SUPERSEDES:** Senior Librarian 1997

**REPORTS TO:** Principal Librarian and Library Director

**SUPERVISION:** Librarians, Senior Library Assistants, and Library Assistants

**EMPLOYEE UNIT:** Mid Management

**FLSA:** Exempt

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**JOB SUMMARY:**

To perform a variety of advanced technical, professional, supervisory and management duties in support of the day-to-day operations and activities of a library division or branch.

**DISTINGUISHING CHARACTERISTICS:**

This job class functions at a division management level over subordinate supervisors and is responsible for ensuring the proper administration of a variety of services including the technical, reference, and branch library divisions.

**EXAMPLES OF ESSENTIAL DUTIES:**

Duties may include, but are not limited to, the following:

- Serves as the Librarian in charge of a library division or branch.
- Plans, analyzes, and evaluates library services and operations; recommends and takes appropriate action.
- Participates in the selection and training of subordinate staff and professionals and evaluates their performance.
- Interprets goals and policies for subordinate staff, to patrons and other agencies.
- Monitors the physical maintenance of the branch library and determines need for repairs and improvements.
- Coordinates the branch library collection; Reviews media, books and other materials for purchase on the basis of established selection criteria and the needs of library users.
- Directs the development and delivery of programs for adults and youth at the library.
- Promotes, publicizes and represents library programs and services to the community and local agencies.
- Attends professional meetings and may represent the library at professional organizations.
- Assists with the development of special programs and grant applications.
- Guides and assists patrons in locating answers to their questions using a variety of available resources; performs reference interviews and reader's advisory services.

- Develops and maintains effective relationships with schools, community and business groups, government and civic agencies, current and potential library users, identifies emerging community issues and determines the need for related library services, collections and materials.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- professional library principles and practices.
- practices, procedures, programs, services and community needs of a modern public library in an urban setting.
- development and promotion of specialized library services.
- principles and techniques of supervision including staffing, employee development, planning and organizing work.
- standard library procedures, information technology, Internet and database search capabilities.
- modern principles and practices of public administration; budgeting and personnel management; and organizational evaluation and development.
- understanding, and awareness of the diverse needs of the Watsonville community.

### **Ability to:**

- plan, organize, direct and coordinate the functions of a library branch.
- analyze existing services and develop plans for improvement.
- work with the public for extended periods of time, maintaining a positive, pleasant demeanor and providing friendly courteous services to library patrons.
- creatively promote library services, service delivery and the profession.
- lead, plan, direct, supervise, evaluate, develop, and coordinate the work of professional, technical and clerical staff.
- work cooperatively with other city employees and the general public.
- keep up to date with current professional issues and developments.
- coordinate, direct, and implement library services programs suited to the needs of the community.
- analyze, evaluate and recommend collection development acquisitions.
- lead resource development activities to support library/education services and projects; develop effective grant proposals independently and as a team member.
- maintain strong, productive working relationships with co-workers, subordinates, volunteers, external agency partners, community groups, and the general public.
- adapt to changing community needs and evolving service delivery models in 21st century urban public library/learning centers.
- maintain a schedule that includes working at least one evening per week and a rotating week-end schedule.
- effectively and tactfully communicate in both oral and written forms.

### **PHYSICAL REQUIREMENTS:**

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- drive a vehicle, climb into and out of appropriate vehicles
- intermittently bend and twist to reach equipment surrounding desk
- move sufficiently to lift boxes, climb ladders and stairs; bend, crouch, kneel, squat, or stoop, push/pull file drawers and supplies, reach in all directions
- reach above and at shoulder height
- lift and carry books and/or equipment weighing from 10-50 lbs
- sit at a desk using near vision for long periods of time
- stand for long periods of time
- work indoors in an office environment subject to heat/cold and fragrances
- use a computer keyboard
- grasp files, documents and equipment with right and left hands
- see and hear in the normal visual and audio ranges with or without correction

### **TRAINING AND EXPERIENCE:**

Any combination of training and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the abilities and knowledge is:

A master's degree in library science (MLIS/MLS) from an American Library Association (ALA) accredited institution. Plus three (3) years of increasingly responsible professional library experience, including supervision or lead responsibility for professional and technical staff.

### **Desirable Qualifications:**

- The ability to speak English and Spanish

### **LICENSE & CERTIFICATION:**

- Possession at the time of hire and continued maintenance of a valid California Class C driver's license, including a safe driving record.