



Job Code: 0750
FLSA: NE
Unit: PCEA
Revised:

SENIOR LIBRARIAN

DEFINITION

Under general supervision, manages and supervises a primary library program such as reference, children, young adult, adult, and technical/automation services, as well as the volunteer, booklegger, and literacy programs. Performs related work as assigned. This classification is distinguished from the Librarian class by its responsibility for the management and supervision of a primary library program .

SUPERVISION RECEIVED/EXERCISED

Receives general supervision from the Director of Library Services and the Library Services Manager. Exercises functional and technical supervision over library staff within designated program areas.

TYPICAL DUTIES

1. Supervise the operations of a primary department program, including the supervision of subordinate personnel.
2. Coordinate assigned functions with other department operating units and other library staff.
3. Analyze and develop library collections, including the selection of books and periodicals.
4. Monitor and determine budgetary needs for the unit.
5. Represent the department at local and regional meetings.
6. Maintain records and prepare reports.
7. Compile data regarding library statistics, budgetary needs, and other related matters.
8. Assess community needs and interests pertaining to library services.
9. Assist in the development of library program policies and procedures and provide for their implementation.
10. Plan and present library programs for adults, children, and young adults
11. Prepare press releases, brochures, and events to publicize library services and recognize volunteers
12. Perform related duties as required.

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MINIMUM QUALIFICATIONS

Knowledge of:

1. General principles and practices of professional library work, modern library organizations, services, and equipment.
2. Books, sources, bibliographies, reference materials and cataloging, and classification plans.
3. Principle and practices of computer technology.
4. Principles and practices of exceptional customer service.
5. Experience with effective employee supervision, including selection, training, work evaluation, and discipline.

Skills to:

1. Assist in carrying out specific functions of the City Library.
2. Develop and implement library services.
3. Listen to requests and assist patrons in the selection of books and materials.
4. Use a computer keyboard to access patron or bibliographic information in the library environment.
5. Communicate clearly and concisely, both orally and in writing.
6. Establish and maintain effective work relationships with those contacted in the course of work.
7. Speak and be comfortable with large groups of people.
8. Work under deadlines and with constant interruptions.

Education/Experience:

Equivalent to graduation from a college or university with a Bachelor's Degree in Library Science or a closely related field, and three years of full-time increasingly responsible library experience, with two years desired in a supervisory capacity. A Master's Degree in Library Science is highly desirable.

Special Requirements:

Willingness and/or ability to work rotating and/or irregular shifts, including nights and weekends.

Work Conditions:

Work in a library environment directly with the public; sustained posture in a standing, walking or seated position for prolonged periods of time; perform lifting, crouching and pushing; may travel to other City facilities; some positions may include prolonged usage of computer equipment. (jd0750.sam)

