

COUNTY OF INYO JOB DESCRIPTION

LIBRARIAN III

DEFINITION: Under the general direction of the County Librarian, this position will be responsible for the day-to-day operation of the Bishop branch library; perform high-level library duties; and to perform related duties as required. Depending upon experience, training and education, an individual would enter at the III level. This is the highest level in the supervisory series. Incumbents have independent responsibilities for the operation and staff supervision of a large branch library and perform the more difficult paraprofessional library duties, following procedures established by the County Librarian. As experience is gained and/or education obtained, incumbents may move upward in the series, depending upon favorable job evaluations.

ESSENTIAL JOB DUTIES:

Librarian III:

- All duties of the Librarian II position.
- Manage the operation of a large branch library.
- Oversee the circulation desk.
- Advise and assist patrons, resolving problems and complaints, when necessary.
- Perform library reference work; research reference requests; maintain the inter-library loan and intra-library request system; obtain library materials and information not in local branch.
- Coordinate an ongoing inventory of the branch's collection, recommending the acquisition of new materials; and supervise the withdrawing of outdated materials.
- Assist in the interview process to select new employees.
- Train and supervise regular staff and volunteers, providing written evaluations when required.
- Supervise the notification and collection of fines owed.
- Insure that the facility is maintained in a neat, orderly and safe condition.
- Maintain necessary records, such as circulation figures, fines collected, and the number of reference questions processed. Write news releases and book reviews.
- Participate in special projects, such as planning for automation, when directed

to do so.

- Plan and conduct special programs and activities.
- Represent the branch in the local community, and when necessary, act as an advocate for the library with outside groups and individuals.
- Write grants as necessary.

EMPLOYMENT STANDARDS

Education and Experience: Three years of experience supervising in a small or medium branch library as a Librarian I or II. A Bachelor's Degree may be substituted for one year of Librarian I experience. An ALA-accredited MLS Degree is desirable.

Knowledge of: Library terminology and standard library practices and techniques, library materials and the current publications available; modern supervision techniques and public relations; library organizational methods and techniques, books, reference sources and bibliographies, cataloguing and classification procedures; modern office methods, procedures, and equipment.

Ability to: Assess the library needs of the community; effectively organize, train and supervise personnel; assist patrons with a wide variety of library needs; perform routine and difficult reference work and assist patrons in the use of facilities and materials; teach the public to use the library to locate and evaluate information; prepare and maintain complete and accurate reports; conduct special service programs independently; adapt to new techniques and technologies related to library work; deal firmly and tactfully with staff and members of the public.

Special requirements: Must possess or obtain by appointment date a valid operator's license issued by the California Department of Motor Vehicles.