



LIBRARIAN II

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

ESSENTIAL JOB DUTIES: Assist patrons in book selection and facility use and check books in and out; answer many kinds of questions, both in person and on the telephone; place books in proper place on shelves; refer complicated questions to reference personnel; take requests for books not on library shelves; alphabetize and file catalog cards; take applications for borrower cards; assist patrons with use of copier and computer; assess and accept fines; follow daily library closing procedure, counting circulation, and funds received; notify patrons of the arrival of requested material; assist with special library programs; staff the circulation desk; advise and assist patrons, resolving problems and complaints, when necessary; perform library reference work; research reference requests; obtain library materials and information not in local branch; perform 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inventory of the branch's collection, recommending the acquisition of new materials, and supervise the withdrawing of outdated materials; assist in the interview process to select new employees; train and supervise regular staff and volunteers, providing written evaluations when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; perform 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. Manage the operation of a small branch library; assist the Supervising Librarian at the Bishop branch, and manage the operation of that branch in the absence of the Supervising Librarian.

In addition to all duties listed above, may manage the operation of a medium branch library; conduct system-wide and branch inventories; coordinate countywide rotation of books; research difficult reference questions for branch libraries; locate library materials requested by branch libraries; oversee acquisitions and cataloging; responsible for collections development, including the selection of materials to be added to the collection, evaluating the existing collection, and deaccessioning materials; determine books and other materials to be placed on permanent deposit in branch libraries; responsible for the Local History collection, including acquiring materials from many sources as they become available, preserving the existing collection.

EMPLOYMENT STANDARDS

Education and Experience: A minimum of two years of experience as a Librarian I. A Bachelor's Degree may be substituted for one year of Librarian I experience.

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, cataloging and classification procedures; modern office methods, procedures, and equipment.

Ability to: Assess the library needs of the community; assist patrons with a wide variety of library needs; perform routine reference work; assist and instruct patrons in the use of facilities and materials; prepare and maintain complete and accurate reports; conduct special service programs independently; adapt to new techniques and technologies related to library work; do original and copy cataloging in MARC format, understand and utilize integrated library systems and other databases; deal firmly and tactfully with staff and members of the public; operate personal computer and typewriter; lift, push, pull, and/or carry up to 40 pounds; mobility to stand, stoop, reach, and bend; some evening and Saturday work may be required.

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