

City of San Jose
CITY LIBRARIAN (U) (6245)

CLASS PURPOSE

Under administrative direction, performs work of unusual difficulty in all planning, development, organization and direction of the City Library system. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Plans, organizes, staffs, directs, controls, coordinates, evaluates, budgets and administers the Library services, including public services and support services divisions.

Formulates rules, procedures, regulations and policies; receives advice from the Library Commission, reports to the City Manager in order to ensure accountability to the City and its citizens.

Meets with organizations, individuals, and groups to discuss use and extension of Library services and to secure support for services to assure Library service needs are identified and met.

Monitors all budgetary and personnel matters to ensure compliance with City procedures and practices.

Represents the City Library to the community as a public service, establishes the principle of adherence to the First Amendment of the Bill of Rights to the Constitution, and promotes and maintains freedom of access to information and ideas for all citizens.

Maintains effective working relationships with other City departments, County, State, other Library systems, and other appropriate groups.

Acts as the secretary for the Library Commission.

Consults with the City Manager on policy matters.

Represents the Library to community and library support groups.

Typical End Results Include: Effective and efficient delivery of library services to the public; appropriate rules, procedures, regulations and policies to effect the smooth operation of the City Library system; effective interpretation and application of City procedures and practices in all budgetary and personnel matters.

DISTINGUISHING CHARACTERISTICS

The City Librarian is a department head in the unclassified Civil Service and reports to the City Manager. The position has responsibility for the management and direction of library services.

CITY LIBRARIAN (U) (6245) (Continued -- Page Two)

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

Knowledge of governmental relationship, business management, the community, and the role of the professional librarian.

Knowledge of professional librarianship and modern library support technology.

Ability to solve complex problems of the Library such as administration, organization policies, objectives, services and equipment.

Ability to supervise, manage and administer a Library system.

Ability to develop and maintain staff and community support and enthusiasm for library services.

Competency Knowledges, Skills and Abilities

Ability to exert leadership in the Library system, the Library's cooperative systems, and with staff and other City officials.

Ability to carry out policy and direction from the City Manager as it relates to administration of the Library.

Training And Experience

Any combination of training and experience equivalent to graduation from an accredited college or university with a Masters degree in Library Science. Ten (10) years of increasingly responsible professional librarian work, including at least four (4) years at the management and policy making level with direction over professional staff are also required.

(C3.6245)