

**City of San José**  
**CLASS SPECIFICATION**

**Title: Senior Librarian (6235)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Library	Division Manager	Exempt

**CLASS SUMMARY**

Under direction, performs work managing one or more branch libraries, or a major section of the Main Library, or a major library program or service. Supervises employees performing system-wide professional support duties including cataloging, circulation, and acquisitions. Supervises the preparation of budget requests and controls assigned budget. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey-level class in the Librarian classification series responsible for performing professional Librarian duties, and for assuming supervision or management of a major section of the Main Library, one or more branch libraries, or a major library program or service. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure the efficient and effective functioning of the assigned library program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class differs from the next higher class, Division Manager, in that incumbents of the latter class manage or supervise a region, site, or system-wide professional support service. The Senior Librarian class differs from the next lower class of Librarian II in that incumbents of the latter class usually are assigned professional Librarian duties for a defined age group in a branch library, or are in charge of a branch for limited hours, or support a small unit of the Main Library.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education and Experience**

A Master's Degree in Library Science from an accredited college or university AND three (3) years of increasingly responsible professional library experience, including lead responsibility for professional and technical staff.

If assigned to a specialized program or service:

A Bachelor's degree from an accredited college or university AND four (4) years of library experience in a lead role related to the particular program assignment.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.

**City of San José**  
**CLASS SPECIFICATION**

**Title: Senior Librarian (6235)**

- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Leadership - Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.
- Planning - Acts to align own unit's goals with the strategic direction of the organization; Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
- Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

DUTY NO.	<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Plans and directs the day-to-day operations of one or more branch libraries or major unit within the library; supervises employees engaged in providing support such as system-wide professional support services including cataloging, circulation, acquisitions, and the coordination of library programs; interprets and applies library policies and procedures.	Daily/Several Times
2.	Prioritizes and assigns work, conducts performance evaluations, ensures staff are trained; makes hiring, promotion, termination, and disciplinary recommendations, as well as other recommendations related to the change in status of employees.	Daily/Several Times
3.	Supervises and participates in performing duties as a reference librarian; answers difficult reference questions, uses library automation system for customer and item related tasks, and assists customers in using library materials.	Daily
4.	Implements, analyzes and evaluates procedures and program activities, relative to performance standards, type, and quality of service to be rendered and communicates the information to staff.	Daily

**City of San José**  
**CLASS SPECIFICATION**

**Title: Senior Librarian (6235)**

DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
5.	Represents the San Jose Public Library System and other City services in meetings and conferences, to the public at large and to library customers in particular.	Daily
6.	Supervises the selection of library collections and library program materials. Evaluates customers' needs and preferences.	Weekly
7.	Plans, develops, implements, and participates in activities to promote public information campaigns, community contacts, including organizing support groups, presentations of library programs, organizing for book donations, fund-raising activities, and other community requests; fosters community engagement including development of and support to a robust volunteer program.	Weekly
8.	Supervises the preparation of budget requests and controls assigned budget. May require preparing, writing, and monitoring program grant budgets, proposals, and contracts.	Weekly
9.	Chairs or participates in system-wide special interest committees and other groups, such as literacy providers, as assigned.	Weekly
10.	Develops acquisitions, technical services, and library automation procedures, and coordinates these activities with library staff to provide optimum availability of materials for the various library programs.	Intermittent
11.	Performs other related duties as assigned.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

**PHYSICAL/ENVIRONMENTAL ELEMENTS**

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers, and the public.

**CLASSIFICATION HISTORY** Created 7/80, Rev. 3/84, Rev. 6/86, (Formerly Librarian III), Rev. 7/97, Rev. 9/01, Rev. 10/04, Rev. 09/17; s004