

City of San José
CLASS SPECIFICATION

Title: Librarian I (FT/PT) (6231/6232)
Librarian II (FT/PT) (6233/6234)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Library	Varies	Non-exempt

CLASS SUMMARY

Under general supervision (Librarian I) or direction (Librarian II), performs professional librarian duties within the San José Public Library System. Areas of responsibility include, but are not limited to direct assistance to library customers in the library location or through outreach, instruction to customers on the use of library materials, reference service, programming, outreach, training, project management, and materials management. Assignments could be at a unit of the Dr. Martin Luther King, Jr., Library or at a branch location. Supervises, leads or trains the work of clerical and technical staff as assigned; assumes responsibility for a facility or a section as assigned. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

Librarian I/II is a flexibly staffed class in the Library series, described as follows:

Librarian I - This is the entry-level class in the Librarian classification series responsible for providing professional support for assigned library operations and/or programs while learning the Library's systems, procedures and services. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions allocated to the Librarian II level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

Librarian II - This is the journey-level class in the Librarian classification series responsible for performing the full range of professional services and support for library operations and programs. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Librarian in that the latter performs the most complex work assigned to the series, including management of one or more branch libraries, a major section of the Main Library, or a major library program/service.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

Librarian I

A Master's Degree in Library Science from an accredited college or university.

Librarian II

A Master's Degree in Library Science from an accredited college or university AND one (1) year of professional library experience.

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.)

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- 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.
- 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: Office 365, 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.
- Continuous Improvement - Actively identifies new areas for learning and regularly creates and takes advantage of learning opportunities.
- Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.
- 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.
- Technology Use/Management - Uses efficient and cost-effective approaches to integrate technology into the workplace and improve program effectiveness.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

Competencies:

- Project Management - Ensures support for projects and implements agency goals and strategic objectives.
- Leadership - Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work

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environment, allowing others to learn from mistakes; provides motivational supports and direction.

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u>(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.	Provides direct assistance and instruction to library customers in location and use of library materials; serves as resource to children, young adults, adults, and library staff in the effective use of library materials and services; maintains a safe and welcoming environment.	Daily/Several Times
2.	Performs duties as a reference librarian; answers reference questions; locates and identifies requested materials and bibliographical information using print and electronic resources; provides readers' advisory services.	Daily/Several Times
3.	Assumes responsibility for selection of materials in area of assignment, evaluating and analyzing customers' needs and preferences; reviews materials for system-wide purchase; utilizes data from web-based collection analysis application to enhance collection.	Daily/Several Times
4.	Plans, promotes, presents, and assesses program activities for children, young adults, or adults; coordinates partner and volunteer-led programming.	Daily/Several Times
5.	Performs duties as librarian in charge of a single section of the Main Library, a special section of a branch library, mobile unit or special program.	Daily/Several Times
6.	Utilizes library automation system for a variety of customer and library item functions, including entering global status changes and similar database tasks.	Daily/Several Times
7.	Supervises acquisitions staff in preparing and placing library materials orders; provides information for pre-cataloging and cataloging processes; and works with library materials vendors in opening accounts and resolving problems.	Daily/Several Times
8.	Supervises circulation support functions including shelving, weeding, and repairing materials; arranges displays; plans and implements improved service delivery to customers.	Daily/Several Times
9.	Supervises, leads or trains the work of clerical and technical staff as assigned; assumes responsibility for a facility or a section as assigned.	Daily/Several Times
10.	Trains, supervises and oversees volunteer activities including initial contact, interviewing, scheduling, and follow-up; communicates upcoming opportunities and events; composes volunteer recognition articles, and letters of reference; recruits volunteers for large events; provides verification of volunteer hours; maintains the volunteer database for currency.	Daily/Several Times

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (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*
11.	Performs a diverse range of cataloging duties on a system-wide basis including project cataloging, original cataloging and copy cataloging; assigns Dewey Decimal Classification (DDC) call numbers and subject headings for use by cataloging clerical staff; assigns Library of Congress (LOC) call numbers for reference collections.	Daily
12.	Instructs and guides library customers on the use of emerging technologies and resources that assist in locating information or materials that they request or need.	Daily
13.	Interprets policies and procedures to the community and represents library and City services in professional and civic activities.	Daily
14.	Coordinates the rental and use of the Community Room and demonstrates use of the audiovisual equipment.	Daily
15.	Performs community contact work; assists in developing and maintaining effective relations with the community for the purpose of enhancing the library's ability to provide needed, appropriate, and relevant services; conducts library tours, gives book talks; plans, promotes, or presents other programs; and works with community groups to promote understanding, use and support of library service activities.	Daily
16.	Keeps abreast of emerging technology and library service trends through education and training.	Weekly
17.	Directs operation of unit assignment in the absence of unit supervisor, assuming responsibility for service delivery and direction of subordinate staff.	Weekly
18.	Serves on system-wide special interest initiatives and activities as assigned.	Weekly
19.	Monitors tasks, processes, and problems; analyzes and develops possible solutions to problems; establishes and manages indicators to assess the performance of projects; establishes policies or procedures for projects; coordinates and oversees project resources; seeks opportunities to improve project outcomes.	As Required
20.	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;

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- 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. 12/83, Rev. 6/86, Rev. II 7/97, Rev. 09/17, Rev. 09/22; s003*