

**LIBRARIAN****DEFINITION**

Under direction, to perform a variety of professional library services and programs for adults and children; to be responsible for reference systems and responding to patron reference requests; to catalog and classify materials; to supervise the operations and activities of County library branches and contract stations; to provide some work direction and training for other library staff; to perform collection development, acquisition, collection maintenance and preservation, and cataloging; to plan, organize, and direct the Plumas County Literacy Program; to oversee grant applications and administer, analyze and report on grants; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a fully experienced, professional Librarian class. Positions have responsibility for assigned areas of library services such as reference, technical, or children's services. They are generally responsible for the development, implementation, and coordination of the Plumas County Literacy Program. In addition, they provide some training and lead supervision for support staff, including but not limited to, Branch Library Assistants and contract stations, Literacy Program Assistants, and volunteers. When delegated, act as County Librarian.

**REPORTS TO**

County Librarian

**CLASSIFICATIONS DIRECTLY SUPERVISED**

Library support staff, including, but not limited to, Branch Library Assistants and contract stations, Literacy Program Assistants, and volunteers

## **LIBRARIAN - 2**

### **EXAMPLES OF DUTIES**

- Utilize a variety of resources, including automated systems, to research and obtain information and resources for patron requests and reference needs.
- Maintains, updates, recommends, and selects material for the library collection, as well as overseeing grants and programs related to collection development.
- Work with representatives of other library and literacy systems in the development and utilization of resources and ideas.
- Coordinate delivery of supplies and collections.
- Plan, organize, publicize, and implement library programs
- Create special reading programs, including story times for young children.
- Organize and conducts educational and recreational activities.
- Prepare and distributes publicity information and markets programs and services to the public, patrons, and other agencies.
- Organize and carries out a calendar of library events and/or updates the website and social media sites
- Provide training in library procedures and uses for visiting classes
- Perform reference and readers' advisory services
- Coordinate children's services with local educational agencies and/or other library systems
- Provide work direction and training for support staff
- Compile statistical information.
- Work with and maintains a variety of computer databases.
- Provide training and assistance for Library and Literacy users.
- Attend workshops for the development and updating of library knowledge and skills.
- Represent the County Library and Literacy Program and develops cooperative relations in contacts with citizens, community groups, and other government agencies.
- May assist with the selection and training of staff
- Establish and implement the Plumas County Literacy Program.
- Develop a county wide coalition of community leaders to promote the programs.
- Provide supervision and training for tutors.
- Oversee and direct the Library Literacy Program Assistant in the implementation of program services and functions.
- Select and maintain a collection of literacy reading and training material.
- Order and catalog literacy items; conducts an active public relations program to recruit participants and explain the program.
- Conduct intake assessments of students.
- Organize fund raising and awards events.
- Apply, implement, analyze, track and provide required grant reports.
- Collect and analyze information and data.
- Develop budgets or assists with budget preparation.
- Administer and controls expenditures and helps oversee revenues.

## **LIBRARIAN - 3**

### **EXAMPLES OF DUTIES – continued:**

- Develop and maintain data for program evaluation and quality review.
- Prepare requisite program reports.
- Coordinate programs, services, and functions between Library and Literacy staff.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in a library and office environment; contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Professional library principles, practices, and methods.
- Library cataloging and classification systems.
- County Library policies, rules, and regulations.
- Development of library programs and media collections for patrons.
- Library reference materials, sources, and techniques.
- Computer applications for library services.
- Reader interest levels in books and authors.
- Principles of program development, work direction, and training.
- Planning and implementation of a literacy program.
- Functions, services, policies, and procedures of a public library and literacy systems.
- Public and community relation's methods and principles.
- Selection, evaluation, and acquisition of learning material for a public library.
- Grant development, research, administration, and analyzation.
- Collect and Analyze information and data.
- Principles of supervision, training, and program administration.

#### **Ability to:**

- Organize and maintain responsibility for assigned areas of County Library functions, such as reference, technical, or children's services.
- Provide work direction and training for others.

## **LIBRARIAN - 4**

### **Ability to - continued:**

- Catalog and classify library material.
- Provide patron assistance, including but not limited to reference requests, reader advisory, and technical support.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Effectively represent the County Library and Literacy Program in answering questions, responding to inquiries, providing assistance, and dealing with requests from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.
- Develop and implement a countywide literacy program in conjunction with the public library system.
- Provide supervision, training, and evaluation for assigned staff.
- Research, submit applications, implement, and provide grant reports.
- Collect and analyze information and data.
- Prepare clear and concise reports.
- Make effective public presentations.
- Utilize a computer in program development and administration.
- Effectively represent the Plumas County Library System and Literacy Program in contacts with the public, community organizations, other County staff, other library and literacy programs, and other government agencies.
- Establish and maintain cooperative working relationships.

### **Training and Experience:**

Qualifications needed for this position:

Possession of Masters of Library Science (MLS) degree from an American Library Association accredited library school, AND two (2) years of experience in one or more of the following areas: administrative experience; grant management including fiscal experience; or experience performing a variety of professional library work.

### **Special Requirement:**

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.