

**Palos Verdes Library District  
Librarian II  
Adult Services Part-Time  
Job Description**

Last reviewed: January 2017  
Salary Range: 54

**PURPOSE**

The professional librarian is a leader in developing and providing a full range of technical and/or direct library services to the community and performs a variety of professional librarian duties including development of programs and services for target audiences, reference, collection development and management, and/or cataloging. Professional librarians are proactive in identifying current community needs and projecting future needs, and take the initiative to help the library identify better ways of providing library services.

This is the full journey-level class within the professional Librarian series. Positions in this class are normally filled by advancement from the lower class of Librarian I. Appointment to Librarian II requires that the employee demonstrate the ability to perform the full range of duties of the higher class and meet the qualification standards for the higher class. Incumbents are expected to function independently with programs, projects, or technical assignments, provide training to other staff and volunteers, and lead projects and programs within their area of specialty. When filled from the outside, positions in this class require prior work experience equivalent to a journey-level Librarian II.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only) Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

**Essential duties include, but are not limited to, the following:**

- Perform professional responsibilities independently and with minimal supervision.
- Ensures safe library operations and addresses customer or staff issues, including patron behavior issues and expectations, with sound judgment and tact.
- Lead meetings, committees, or projects intended to enhance services or promote consistent policies and procedures across the District.
- Identify and anticipate changing community needs and changes in technology and library best practices. Develop market, implement and evaluate services and programs appropriate to address identified needs.
- Provide reference and reader's advisory, advise and assist library users in a pleasant and professional manner; demonstrate the use of library resources.
- Perform bibliographic searches using both print and non-print sources.
- Perform outreach to the community, community organizations, and schools; inform community members and organizations about library services, programs, and collections.
- Prepare publicity and informational materials including displays and exhibits, flyers, posters, brochures, blogs, web pages, bibliographies, webliographies, press releases and social media posts.
- Organize, maintain, and index a variety of print and digital materials.
- Review new publications and collection materials and select materials and resources for acquisition or disposition as appropriate.
- Respond effectively to suggestions, requests, or concerns from library users or community members.
- Manage and maintain patron behavior in accordance with library policies.
- Participate in meetings, committees, or projects intended to enhance services or promote consistent policies and procedures across the District.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Remain knowledgeable about technological advances and societal trends that impact library services.
- Participate in meetings and continuing education programs as appropriate.

- Represent the District at professional meetings as required.
- Attend and complete required training and courses.
- May plan and direct the work of non-librarian staff or volunteers.
- Compile library activity reports and statistics.
- Apply for appropriate awards and grants to enhance library services.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Techniques for providing a high level of customer service to the public, volunteers, vendors and contractors and District staff, in person and over the telephone.
- Principles, practices, procedures, techniques, and materials of professional library work, including library reference and research, collection development and maintenance, community outreach and other professional library services.
- Principles, techniques, and procedures in cataloging, indexing, classifying, and organizing library materials.
- Library services and available resources.
- Techniques for promoting and publicizing library services, programs, and events.
- Recent developments, current literature, and sources of information related to library services.
- Applicable Federal, State, and District laws, codes, and regulations including administrative policies and procedures.
- Record keeping principles and procedures.
- Modern office practices and methods.
- Computer applications related to work, including word processing and spreadsheet software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Principles, practices and techniques of public relations.

### **Ability to:**

- Perform professional library tasks as assigned including reference, readers advisory, program and service development, collection development, and cataloging.
- Communicate clearly, concisely, and persuasively both verbally and in writing.
- Use computer and other technology, including software, hardware, and the Internet sufficient to be able to assist customers, conduct research, prepare reports, and use email and other communications technologies.
- React tactfully and diplomatically during interactions with staff, the public, community groups, etc. while appropriately adhering to and enforcing sound library policies, procedures, and practices.
- Maintain a strong service orientation and a demonstrated dedication to quality customer service.
- Establish and maintain cooperative working relationships with colleagues.
- Act and make decisions independently with minimal supervision.
- Provide direction to assigned staff and volunteers.
- Demonstrate initiative and sound judgment necessary to make responsible decisions in the absence of the department manager.

### **Education, License, and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Must possess a Master's degree from an accredited college or university with major coursework in library science and the equivalent to twelve (12) months experience as a professional librarian; possession of current CPR/AED/First Aid certifications. Must possess and maintain a valid California Class C driver's license and have a satisfactory driving record.

**Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator, and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 25 pounds.

**Environmental Elements**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**Working Conditions**

Required to work flexible schedules including evenings, weekends, and holidays.