

**Palos Verdes Library District
Librarian I
Adult Services
Job Description**

Last reviewed: January 2017
Salary Range: 50

PURPOSE

The Adult Services Librarian I is the entry-level class in the professional Librarian series and is designed to provide incumbents with the experience and training necessary to plan, organize, and provide library program services at the journey level with a minimum of supervision. Work may involve assignments in any library service area that requires the application of fundamental library science principles and practices, including services to people of every age, in the areas of reference, reader's advisory, collection development and program presentation. Assignments are typically limited in scope and within the design and procedural framework established by higher-level employees. As knowledge and experience are gained, the work becomes broader in scope; assignments are more varied, and are performed with more independence.

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:

- Identify and anticipate changing community needs and changes in technology and library best practices. Develop, market, implement, and evaluate services and programs for our community to address identified needs.
- Perform outreach to the community and community organizations to inform community members and organizations about library services, programs, and collections, and to assess expressed needs of community members.
- Ensures safe library operations and addresses customer or staff issues, including patron behavior issues and expectations, with sound judgment and tact.
- Provide reference and reader's advisory, advise and assist library users in a pleasant and professional manner. Demonstrate the use of library resources and technology.
- Perform bibliographic searches using both print and non-print sources.
- 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.
- Prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Remain aware of technological advances and societal trends that may impact or enhance library services and propose effective responses to such changes.
- Participate in meetings, trainings and continuing education programs as appropriate.
- Represent the District at professional meetings as required.
- 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.

Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Techniques for providing a high level of customer service and communication to the public, volunteers, vendors and contractors and District staff, in person, through social media, and over the telephone.
- Principles, practices, procedures, techniques, and materials of professional library work, including library reference and use of technology, collection development, and other professional library services.
- Principles and techniques used in bibliographic research.
- General library materials selection standards.
- Library services and available resources.
- Techniques for promoting and publicizing library services, programs, and events through a variety of media.
- 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.
- Modern office practices, methods and computer programs applicable to library services.
- Computer applications related to work duties, including word processing, effective use of social media, 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, reader's advisory, program and service development, community outreach, collection development and maintenance.
- Communicate clearly, concisely, and persuasively, verbally and in writing.
- Use computer and other technology, including software, hardware, and the Internet to capably assist customers, conduct research, prepare reports, use email and other digital 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.

Education, Licensure, 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:

Librarian I: A Master's degree from an accredited college or university with major coursework in library science. 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.