

**Palos Verdes Library District
Librarian III
Adult Services Local History Librarian/Archivist
Job Description**

Last reviewed: January 2017

Salary Range: 58

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 advanced journey level class within the professional Librarian series. Incumbents fill a highly specialized library assignment that requires substantial specialized skills and experience combined with specialized qualifications or certifications in addition to the Master of Library Science degree. Examples include archives management, preservation, or web development. Incumbents may lead specific District services as subject experts. Appointment to the Librarian III class requires a District opening and 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. When filled from the outside positions in this class require prior work experience equivalent to a journey-level Librarian III.

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:

- Provides District-wide leadership in a designated area of specialized expertise and education, such as archives management, preservation.
- Maintains a high level of knowledge and all appropriate professional certifications in the designated subject area.
- Ability to enlist, train and schedule volunteers, as well as to plan and monitor their individual projects. Flexibility to work with and recruit people of varying skill and interest levels.
- Performs professional responsibilities independently and with minimal supervision.
- Serves as “Librarian-in-Charge” of a designated facility during assigned shifts. Ensures safe operations and addresses customer or staff issues.
- Advises and assists library customers; demonstrates the use of library resources.
- Provides reference and readers advisory services to customers.
- Performs bibliographic searches using both print and non-print sources.
- Compiles library activity reports and statistics.
- Responds to suggestions, requests, or concerns from library users or community members.
- Identifies and anticipates changing community needs and changes in technology or library best practices and develops plans, services, and programs to address these changes.
- Performs outreach to the community, community organizations, and schools; informs community members and organizations about library services, programs, and collections.
- Leads meetings, committees, or projects intended to enhance services or promote consistent policies and procedures across the District.
- Develops, implements, and evaluates services and programs in Adult Services.
- Remains knowledgeable about technological advances and societal trends that impact library services.
- Participates in meetings, committees, or projects intended to enhance services or promote consistent policies and procedures across the District.
- Represents the District at professional meetings as required.

- Prepares publicity and informational materials including displays and exhibits, flyers, posters, brochures, blogs, web pages, bibliographies, and webliographies.
- Organizes, maintains, and catalogs/indexes a variety of print and digital materials, including government documents, maps, and pamphlets.
- Performs original cataloging of print and non-print materials; maintains and updates catalog files.
- Reviews new publications and collection materials and selects materials and resources for acquisition or disposition as appropriate.
- Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.
- Oversees periodical selection and management.
- Participates in meetings and continuing education programs as appropriate.
- Attends and completes required training and courses.

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, collection development, and other professional library services.
- Principles, techniques, and procedures in cataloging, indexing, classifying, and organizing library materials.
- 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
- 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, methods and computer equipment.
- 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 as Librarian-In-Charge or in the absence of the department manager.
- Serve as the subject expert in a highly specialized field.

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:

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; and possession of a valid Ham Radio Technician License. In addition to the above, three (3) years experience as a professional librarian and qualifications and experience in a specialized subject area such as archives management, preservation, or web development. 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.