

602501/09

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: CHIEF LIBRARIAN

DEFINITION

Under administrative direction, to perform difficult and responsible professional librarian and technical work as a division head; to direct, plan, and assign the activities of subordinate para-professional, professional and technical personnel engaged in such work; to provide highly complex assistance to the Assistant Library Director and Library Director; and to perform other related duties as required.

REPORTS TO: Assistant Library Director

DISTINGUISHING CHARACTERISTICS

This is an advanced professional class in which incumbents generally function as a division manager. The Chief Librarian has the major responsibility for developing administrative policies and procedures in connection with an assigned division of the Library. As part of the Library Management Team, incumbents must organize, implement, and direct multiple library functions in a comprehensive library program which meets the needs of the community as well as the library. Incumbents provide complex technical support in the administration of a library system and must have the ability to analyze problems, identify alternative solutions, and implement recommendations.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant Library Director and Library Director. Exercises direct supervision over professional, para-professional, technical, and clerical staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Coordinate and participate with other management staff in the development and implementation of library policies and procedures, goals, long-term objectives, and short-term planning.
- Develop and administer a division budget; participate in the forecasting of additional funds needed for staffing, equipment, materials and supplies.
- Coordinate, establish, maintain, plan, and monitor the integrated library system, automated catalog system, and circulation system.
- Administer contracts and service agreements; evaluate ongoing services provided by vendors.
- Interview and select staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary actions; recommend employee terminations.
- Plan, organize, and supervise personnel and activities for assigned division; plan, organize, participate, and/or conduct regular scheduled meetings with staff; oversee public library facilities; establish and maintain standards for safety and building security.
- Manage work activities, projects, and programs; schedule staff and monitor work flow; review and evaluate work procedures, methods, and procedures.
- Develop, coordinate, evaluate, and recommend system wide programs and services to meet community needs.

- Develop and implement system-wide procedures, policies, and operating standards for library branches.
- Oversee and coordinate system-wide reference resources and programs.
- Perform a variety of advanced professional library work in specialized library functions.
- Respond to individual or group inquiries and/or complaints.
- Coordinate and develop special projects, programs, and services; promote outreach and public awareness of programs.
- Initiate, develop, and maintain contact with community groups, organizations, and agencies, such as volunteers, Friends of the Library, and Board of Library Trustees groups; make community presentations; serve on special committees and engage in public relations activities.
- Provide direction in the development of specialized collections; recommend standards and procedures for material selection and services system-wide.
- Oversee and monitor library selections, books, and materials.
- Identify system-wide training needs; coordinate and participate in the development and presentation of staff training. identify system-wide training needs, coordinate and participate in the development and presentation of staff training.
- Research automation issues; prepare requests for proposals for library system automation; plan and develop library system automation; prepare appropriate recommendations.
- Provide administrative and technical support to the Library Director on system-wide technological issues and matters.
- Read professional publications and book reviews to keep informed on new publications, trends in publishing, automation, and public library practices.
- Attend and participate in professional meetings, workshops, and seminars related to public library service and programs.

QUALIFICATIONS

Knowledge of:

- Principles and techniques involved in the operation and administration of a modern public library system.
- Current library principles, theories, practices, and techniques of planning, organizing and implementing library services to meet the needs of the community.
- Budgeting procedures and techniques.
- Modern office methods, procedures, and equipment.
- Basic principles and practices of professional library work including methods, practices, and techniques of library reference and/or children's services.
- Principles of personnel management including supervision, training, and performance evaluation.
- Principles and techniques for reference research, classification, indexing, cataloging, and organization of library material and book selection.
- Published materials in a variety of fields; public library material selection standards and policies.
- Principles of public relations.

Ability to:

- Interview and select staff; organize work; supervise, train, and evaluate assigned staff.
- Plan, organize, and direct a division of library services in a comprehensive library program which meets the needs of the community.
- Prepare and administer budgets relating to a major functional operation.
- Provide highly complex administrative and technical support in the administration of a library system.
- Coordinate and develop programs and services based on the needs of the community served.
- Analyze the library collection, conduct comprehensive research, and recommend modifications.
- Effectively use book selection materials and methods; assist customers in the location and use of library resources.
- Analyze problems, identify alternative solutions, and implement recommendations.
- Perform professional tasks in the area of library collection development and circulation.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Operate office machines, computers, terminals, and specialized library equipment.
- Communicate effectively orally and in writing; prepare and present comprehensive and clear, oral and written reports; prepare appropriate recommendations.
- Promote interest in library services; develop and conduct library education programs and activities.
- Read and interpret complex written materials including applicable laws, rules, and regulations.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Possession of a Master of Library Science Degree from an accredited college or university.

Experience: A minimum of three years of extensive and responsible experience in the management of a group of library branch facilities and supervision and development of professional, technical, and clerical employees.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Chief Librarian

TO: Assistant Library Director