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08/15/2005

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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Revised

**TITLE:** **LIBRARIAN**  
**LIBRARIAN (Branch Supervisor)**

**DEFINITION**

Under general supervision, to perform a variety of professional library work in a specialized library function such as reference, cataloging, audio-visual, documents, outreach and youth services; to supervise the daily operations of a medium sized branch library as assigned; to provide assistance to technical staff and the public in maximizing the use of the library; and to perform other related duties as required.

**REPORTS TO:** Senior Librarian or Chief Librarian

**DISTINGUISHING CHARACTERISTICS**

This is a broad class encompassing entry and journey level professional library duties. Incumbents assigned to this class are expected to perform the full range of duties with increasing proficiency and independence as experience is gained and as incumbents progress through the salary range. Positions at this level have responsibility for promoting library use and resolving problems within establishing policies, methods, procedures and standards. This class is distinguished from Library Associate in that Librarians perform more complex and specialized reference and advisory services and have a greater responsibility for the development of a balanced collection within the assigned specialty. This class is further distinguished from the Senior Librarian by the responsibility of the higher level class for the supervision of a group of branches or Main Library or a system-wide activity.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from a Senior Librarian or Chief Librarian. May exercise technical and functional supervision over para-professional, technical and administrative support staff.

**EXAMPLES OF DUTIES**

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

- \_ Plan, schedule, supervise, and participate fully in the day-to-day operations of a medium sized library branch; participate in the development of work plans and goals; develop and administer branch or section budget; make recommendations for future budget needs.
- \_ Supervise the mechanical maintenance and physical upkeep of the library.
- \_ Interview and select staff; schedule, assign, train, encourage, review and correct the work of assigned staff including entry level Librarians, Library Associates, Library Technicians, Library Assistants, Library Pages and volunteers.
- \_ Assist management staff in the development and interpretation of Library policies and procedures, goals, long-term objectives and short-term planning.
- \_ Serve the Main Library as well as all branches system-wide in regard to troubleshooting operating complaints, diagnosing sources of problems and providing training to library staff.
- \_ Develop special projects, programs, and services for branch clientele.
- \_ Assist in interpreting the Library's mission and programs to the public through community contacts and participation in community activities.

- \_ Search for bibliographic information; using bibliographic utilities, search for catalog records to match material; complete cataloging process; train staff in the use of the automated cataloging system.
- \_ Place orders for library materials; monitor budget for fund availability; select and requisition office equipment and supplies.
- \_ Develop and maintain a branch collection; develop a subject area collection; maintain collection by searching for information concerning additions, replacements, and withdrawals; perform other inventory maintenance tasks as needed.
- \_ Review and select new books; make decisions on the disposition of outdated materials within assigned subject area.
- \_ Maintain depository program for publications and documents within the library.
- \_ Conduct a variety of library related educational programs and activities, including story hour, library tours and instructional classes in library use as assigned.
- \_ Participate in the preparation and presentation of workshops and training for staff development.
- \_ Prepare reading lists, bibliographies and special indexes; prepare bulletin board displays.
- \_ Serve at the reference desk and respond to difficult or technical reference and information questions.
- \_ Supervise and assist in the registration of new customers; explain and enforce library policies and procedures; assist customers in selecting and in making effective use of library materials; instruct customers in the use of the library and availability of materials.
- \_ Direct and participate in the maintenance of various files and records; prepare regular and special statistical and narrative reports.
- \_ Read professional publications and book reviews to keep informed on new publications, trends in publishing, automation and public library practices.

## **QUALIFICATIONS**

### **Knowledge of:**

- \_ Current principles and methods of Library Science.
- \_ 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.
- \_ Computer equipment and electronic information sources.
- \_ Principles of supervision, training and performance evaluation.
- \_ Basic reference methods, techniques and sources used in library work.
- \_ Basic principles, techniques and procedures in cataloging, indexing, classifying and organizing library materials.
- \_ Basic principles and techniques used in bibliographic research.
- \_ Principles of public relations.

**Ability to:**

- \_ Interview and select staff; organize work; supervise, train and evaluate assigned staff.
- \_ Plan, organize and direct a branch library or specialized subject area of library services.
- \_ Perform complex request and reference work.
- \_ Prepare and present comprehensive and clear oral and written reports.
- \_ Analyze the library collection, conduct basic research and recommend modifications.
- \_ Effectively use book selection materials and methods; assist customers in the location and use of library resources.
- \_ Perform professional tasks in the area of library collection, development, and circulation consistent with customer needs.
- \_ Articulate the history, mission, programs and future aspirations of the Riverside Public Library.
- \_ 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.
- \_ Promote interest in library services; develop and conduct library education programs and activities.
- \_ Read and interpret complex written materials.
- \_ Maintain physical upkeep of the library.
- \_ Lift 20-40 pounds (as required of some positions).

**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:

Non "Branch Supervisor" Positions:

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

Experience: None required.

"Branch Supervisor" Positions:

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

Experience: Two years of increasingly responsible professional library experience.

**NECESSARY SPECIAL REQUIREMENTS**

Must be able to work part-time or irregular schedules including evenings and weekends.

Possession of, or ability to obtain, a valid Class "C" California Motor Vehicle Operator's License..

**MEDICAL CATEGORY:** Group 1

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Librarian

**TO:** Senior Librarian