



City of Pacific Grove
Established Date: 12/18/2013

LIBRARIAN

SUMMARY: Under basic supervision, assists City Library patrons, and performs professional-level librarian duties utilizing current technology and traditional resources to meet the informational, educational, and recreational needs of the community.

ESSENTIAL FUNCTIONS: -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Organizes, and makes available published data, information, and creative and scholarly works; provides services that assist and instruct people in the most efficient and effective ways to identify, locate, access, and use public information and resources; provides information and interpretation concerning library services, policies and procedures.
- Provides technical and professional assistance to library patrons, and teaches the use of library resources and equipment; assists with researching complex and difficult queries.
- Presents library programs and services to meet the informational, educational, and recreational needs of the community; provides a level of service to keeps pace with customer needs and requests.
- Maintains assigned print and electronic media collections; assists with collection development; reviews books and electronic media available, evaluates options, selects materials to meet the needs of the community, and recommends additions to the collection; reviews and evaluates current collection and recommends the removal of books and other resources that are no longer appropriate for the collection;
- Circulates materials and coordinates patron services; processes book and media requests; researches multiple databases to determine availability of items and correct source; administers checking in and out procedures for library materials; creates new patron records;
- Plans and coordinates special programs to deliver library services to the City residents; conducts special research assignments, program development projects, and community events as assigned.
- Develops special promotions for patrons, including outreach programs.
- Compiles operational information and develops summary and technical reports.
- Provides daily supervision and training for staff and volunteers.
- Oversees library security and checks to ensure patrons comply with policies and procedures
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Masters Degree in library Science; AND one year of public library operations and computer technology experience.

Knowledge of:

- City policies and procedures.

- Principles and practices of public library administration, technology, practices and trends.
- Policies, rules and regulations governing the conduct and safety of library programs and facilities.
- Library classification, cataloging, and acquisition protocols.
- Methods and procedures for developing and maintaining library collections.
- Techniques and protocols for researching online technical databases.
- Business computers, and specialized software applications for management of library systems.
- Record keeping and file maintenance principles and procedures.

Skill in:

- Explaining library standards and City policies and procedures.
- Assessing community needs and developing solutions.
- Developing, coordinating and conducting library programs and activities.
- Identifying library collection issues and developing suggestions for enhancements.
- Using initiative and independent judgment within established procedural guidelines.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with co-workers, and representatives from other regional agencies.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a public library and a standard office environment.