

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 3540
Approved by C.S.B.
April 18, 2012

SENIOR LIBRARIAN

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DEFINITION

Under general direction plans, supervises and participates in the operation of large or major specialized library functions and performs other work as required.

EXAMPLES OF DUTIES

1. Assists in managing and administering policies and procedures for a comprehensive library division such as adult services, children's services, branch services or technical services; maintains order and discipline in the observance of Library rules and regulations.
2. Administers division services including reference, reader's guidance, access of information via electronic information retrieval systems and online catalogs, and special programming.
3. Provides reference and readers' guidance; assists and advises readers in making effective use of library facilities.
4. Selects, orders, classifies, and catalogs books, pamphlets, and other materials; reads book reviews in areas of specification.
5. Curates collections for completeness and condition; weeds collections in compliance with collection development policy.
6. Plans, promotes, and conducts special programs; prepares book lists and book displays.
7. Prepares statistical records and reports.
8. Schedules and supervises professional, technical and clerical personnel and volunteers.

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from an American Library Association accredited college or university with a Master of Library Science or Master of Library and Information Services Degree.

Experience: Two years of responsible professional public library experience. One year of experience in the related specialty is preferred.

Knowledge

Knowledge of modern library organization, objectives, services and their application; principles, laws, policies, methods, and practices of public library administration; modern library equipment operation, including electronic information retrieval systems and on-line catalogs; library classification, circulation, and cataloging; reference techniques and practices; collection development; and library materials.

Ability

Ability to effectively plan, supervise and participate in the activities of a library division; promote interest in library services; develop and implement library programs and services which meet community needs; perform technical library tasks and operate computerized and other library equipment with speed and accuracy; interpret, apply and explain established policies and procedures; establish and maintain accurate records; plan, administer and evaluate work programs and schedules; interpret and analyze information; clearly define problems and develop solutions; draw valid conclusions and project consequences of decisions and recommendations; prepare reports; write grant proposals; set priorities, meet deadlines and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public and supervise, train and evaluate assigned staff.

Special Requirements

Willingness and/or ability to work rotating and/or irregular shifts, including nights and weekends.

Other Requirements

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JK: Human Resources Department

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Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.