

### LIBRARIAN III

#### **PURPOSE AND NATURE OF WORK**

Positions in this class supervise a complex library section. Incumbents oversee all aspects of the section's operations, including preparation of budget requests, employee training and supervision, implementing policies and procedures, programming and collection development. May supervise a small- to moderately-sized staff of professional and paraprofessional employees. Reports to the Library Administrator or Regional Library Manager.

**ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)**

Responsible for overseeing all the activities, programs and resources of the children's or adult's sections at the Main library, providing outreach, reference services, readers' advisory and computer and online assistance to adults, teens and children using the assigned area of the branch. Supervises and trains professional librarians and paraprofessional staff associated with either youth or adult services, depending on area of assignment.

Responsible for coordinating the programming and publicity for the library system. Works with the Library Administration to develop an active, dynamic schedule of programs for adults, teen and children system wide. Responsible for managing the programming and community relations budget for the system. Oversees the operations and personnel in the community relations section.

Oversees all aspects of library collections system wide. Supervises staff involved with selection, ordering, cataloging, processing and deselection of all library materials. Develops policies and procedures related to collections system wide. Responsible for the expenditure of the library's book, AV, periodicals, donated, and leased material budgets for adult, teen and children's collections.

Plans, develops, coordinates and provides outreach services for the library system. Responsible for planning, coordinating and conducting programs and providing library materials and services outside of library buildings, including those provided by van delivery, deposit collections, books-by-mail, and the Bookmobile. Develops library partnerships with other community groups and organizations.

Supervises and participates in the work of paraprofessionals, and oversees and participates in the work of librarians for all sections at a Regional Library Branch. Oversees and directs all branch functions of a Regional Library Branch in the absence of the Regional Library Manager.

Performs related work as required.

#### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Considerable knowledge of library science principles and philosophy of service, procedures and technology.

Considerable knowledge of fiction and non-fiction reading materials appropriate to assigned section.

Considerable knowledge of print and electronic informational and reference resources.

Considerable knowledge of library technologies and integrated software systems.

Ability to maintain professional standards and provide high level customer service.

Ability to effectively manage and supervise the work of subordinates.

Ability to communicate effectively, both orally and in writing.

Ability to maintain effective working relationships with subordinates, colleagues, and the public.

#### **DESIRABLE TRAINING AND EXPERIENCE**

Master's degree in Library and Information Science and progressively responsible professional public library experience, including supervisory experience; or any equivalent combination of training and experience.