

LIBRARIAN III

PURPOSE AND NATURE OF WORK

Positions in this class supervise a complex library division. Oversees all aspects of the division's operations, including preparation of budget requests, employee training and supervision, implementing policies and procedures, programming and collection development. Supervises a small- to moderately-sized staff of professional and paraprofessional employees, and 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.)

Supervises and participates in work of librarians at reference desk, answering reference questions and retrieving informational materials using automated and manual retrieval systems. Monitors the condition of collections and shelves, and directs subordinates to read and straighten shelves. Monitors quality of reference service provided to the public. Trains subordinates in the use of computer system and reference materials.

Responsible for coordinating the programming and publicity for the library system. Works with the Library Administration to develop an active, dynamic Programming and Publicity plan for the Library system. Oversees the operation and personnel of the community services department.

Plans, develops and supervises children's programming, including the Summer Reading Program. Assists children and parents with in-depth reference and readers' advisory questions. Coordinates tour groups of children from schools and day-care programs, and represents the Children's library at schools.

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

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 reading materials appropriate to the division.

Knowledge of reference tools and bibliographic sources.

Knowledge of automation/computer systems and circulations systems.

Ability to maintain professional standards.

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 from an ALA-accredited Library and Information Science school and progressively responsible professional library experience, including supervisory experience; or any equivalent combination of training and experience.