

## LIBRARIAN

### FUNCTION OF THE JOB

Under supervision, acts as library professional subject matter expert providing assistance, guidance, training, and support to member libraries and partner agencies with the goal of improving the member libraries' ability to serve the residents; and to perform other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Analyzes, plans, and evaluates services in the assigned program areas provided by the Library System to its member libraries.
2. Consults with member libraries assessing member library needs, acting as a resource, and providing advice and expertise to improve member libraries.
3. Collects and analyzes data related to the assigned program area(s) activities.
4. Conducts surveys to measure need for and effectiveness of activities in program area.
5. Prepares long and short-range plans for the assigned program services and contributes to library system planning efforts.
6. Assists in providing information for the preparation of the budget related to program priorities.
7. Develops, plans, and administers grant programs, and assists member libraries in obtaining grant funding.
8. Seeks additional sources of funding and/or sponsorships in program area.
9. Initiates groups of interested library staff related to program area and facilitates their activities and collaborations.
10. Educates library staff members, partner organizations, and the public in topics related to program area.
11. Encourages individuals, interested groups, and the general public to take advantage of library services by presenting lectures and other educational programs and participating in outreach events.
12. Identifies, develops, and leads collaborative partnerships with aligned agencies.
13. Evaluates own operational area for efficiencies and implements appropriate cost-saving measures.
14. Prepares complex and detailed reports, effective newsletters, and relevant educational materials in program area.
15. Assists in developing, recommending, and implementing approved policies and procedures
16. Delegates certain administrative tasks to employees performing clerical tasks.
17. Prepares, maintains, and presents a variety of records, reports, and recommendations.
18. Establishes and maintains effective public and working relationships with member libraries, schools, County, State, and local agencies, community organizations, and the public.
19. Performs other duties as required.

### QUALIFICATIONS

#### Essential Knowledge and Abilities

1. Comprehensive knowledge of the modern principles and practices of professional library science.
2. Considerable knowledge of computerized department program software, internet access, database, spreadsheet, and word processing programs.
3. Considerable knowledge of the laws and regulations governing services provided by public libraries.
4. Considerable knowledge of the methods and techniques used in accessing, validating, and researching information.

## QUALIFICATIONS

### Essential Knowledge and Abilities (continued)

5. Considerable knowledge of hardware and software used in library operations.
6. Ability to plan, organize, and effectively carry out a variety of diverse and complex assignments.
7. Ability to utilize website, meeting, survey, publishing, newsletter, calendar, email, word processing, database, and spreadsheet software programs.
8. Ability to analyze library needs and make recommendations for improvement.
9. Ability to communicate effectively, both verbally and in writing.
10. Ability to compile and analyze statistical information.
11. Ability to establish and maintain effective public and working relationships with member libraries, schools, County, State, and local agencies, community organizations, and the public.
12. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

### Training and Experience

1. Graduation from an American Library Association accredited college or university with a master's degree in Library Science/Studies.
2. Three (3) years of professional work experience as a librarian. Experience in assigned program area highly desirable.