



## JOB DESCRIPTION

Title: **SENIOR LIBRARIAN**  
Department: Library  
Class Code: 2750  
FLSA Status: Exempt  
Effective Date: July 1, 2000 (Rev 12/2014)

### GENERAL PURPOSE

Reports to the Library Director, but performs duties with minimal supervision. Provides direct public service or technical operations support and develops a segment of the collection. Participates as a member of multiple Library teams or work groups. May also be scheduled to work in a variety of departments as needed.

**ESSENTIAL DUTIES** *(Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class.)*

- Customer and information services – Welcomes patrons and helps them complete the tasks that brought them to the library.
- Reader's advisory service – Helps patrons find the right book using extensive reading experience, the library catalog, an awareness of popular culture, and personal knowledge of current affairs and local events. Assists staff in providing this service.
- Collection Development – Assesses a targeted area of the library collection and systematically selects new and popular materials while at the same time deleting or replacing damaged or out-of-date materials that are no longer circulating. Is a member of the Collection Development team, which formulates materials selection strategies.
- Outreach, marketing, promotion, and publicity – Creates methods and materials to reach new users and those unaware of our full range of services. Methods may include social networks, web site, displays, exhibits, training tools, site visits, tours, press releases and printed materials. Recommends methods to promote services.
- Maintains professional skills by attending workshops and conferences, establishing a network of professional colleagues and reading journals.
- Performs other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

- Mentors entry level and part time professional and para-professional staff.

### MINIMUM QUALIFICATIONS

#### Education and Experience

- Completion of a master's degree in library science and three (3) years of post-degree professional library experience or an equivalent combination of education and experience which provides the required knowledge, skills and abilities.
- Public library or supervisory experience is preferred.

#### Special Requirements

- Must be adaptable to changing work hours and willing to work evenings and Saturdays.

#### Necessary Knowledge, Skills and Abilities

- Substantial knowledge of the principles and practices of library science including reference techniques and question negotiation, collection development, readers advisement, and cataloging and classification.
- General knowledge of public service management theory and practice of, including the preeminence of customer satisfaction, strategic planning using goals and objectives, staff development and supervision methods, time management, organizational skills, and promotion and marketing techniques.
- Substantial knowledge of the provision of library services to specialized patron groups, such as children, student, adult independent learners, recreational readers, and unsophisticated or non-users.
- Considerable knowledge of computer and network applications to library services.
- Superior human relations and communications skills.
- Ability to plan, organize, perform, and evaluate work assignments with initiative and judgment, independently or with minimal supervision.
- Ability to establish and maintain effective and productive working relationships with co-workers and the public.

#### **TOOLS & EQUIPMENT USED**

- Library computer system; personal computer, including world wide web search engines and the library's web site, word processing and database management software; calculator; copy and fax machine; phone.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to both print and electronic text.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is generally quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_