

April 18, 2012

**SENIOR LIBRARIAN II****DEFINITION**

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

**DISTINGUISHING CHARACTERISTICS**

Work in this class is the second in the Librarian journey level series. Work in this classification assumes duties listed in the Librarian I classification in addition to the duties listed below.

**EXAMPLES OF DUTIES**

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

**Essential 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. Administers the daily operations of a branch library.~~
- ~~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.~~
2. Schedules and sSupervises professional, technical and clerical personnel staff and volunteers at a branch library or in a small department, including writing performance evaluations and administering the progressive discipline process.
3. Sets priorities for branch and assigned staff.
4. Coordinates with other City departments to present programs and maintain facilities.
5. Plans and evaluates branch-specific programs and services and collaborates on organization wide programs and services.
6. May serve as acting Library Services Manager as needed.

**Other Duties**

- ~~8.~~
7. Performs related duties as assigned

**WORKING CONDITIONS**

- Primarily indoor environment in a publicly accessible building.
- Ambient office sounds and noises such as speaking, working office equipment, and software.
- Regular loud talking and other noises made by the public.
- Regular work at non-office environments such as parks, schools and day care facilities.
- Travel to City work sites and community locations to conduct library work.

r: 3/8/2012

JK: Human Resources Department

10/1/259/16/2511/6/24 <https://alamedacagov.sharepoint.com/teams/hr/Shared Documents/SPECS/Pending CSB Approval/2025 Meeting Specs/2025-10-08/Senior Librarian to Librarian II - Redline.docx>G:\Personnel\SPECS\Senior Librarian.doc

- Frequent evening and weekend shifts.

#### PHYSICAL DEMANDS

- Ability to push, pull, drag and lift up to fifty (50) pounds.
- Frequent bending or stooping.
- Dexterity of hands and fingers to operate a computer keyboard and handle library materials.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and make presentations.

#### 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: High school diploma or equivalence. 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. service as a Librarian I or equivalent. Supervisory experience highly desired.

##### 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 aAbility to work rotating and/or irregular shifts, including nights and weekends.

##### Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position. Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.