

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Librarian I Librarian II	Job Family: 4 4
General Classification: Professional	Job Grade: 15 19

Definition: To perform professional library work and to direct and/or implement a major service area of the City Library.

Distinguishing Characteristics:

Librarian I—This is the entry-level class in the Librarian series. This class is distinguished from the Librarian II by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Receives immediate supervision from the Library Services Manager and functional and technical guidance from Librarian IIs and/or Librarian IIIs.

Librarian II—This is the full journey-level class within the Librarian series. This class is distinguished from the Librarian I by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

Receives general supervision from the Library Services Manager.

May exercise functional and technical supervision over entry-level professional, paraprofessional, technical and clerical staff, hourly staff, and/or volunteers.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Perform reference and readers' advisory service to customers.
2. Select and maintain the Library's collection.

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3. Assist in the development and implementation of Library program goals, objectives, policies, and priorities; serve on Library committees.
4. Plan, organize, implement, and evaluate a variety of Library services, including reference, electronic/Internet, Mobile Library, and technical services; prepare and maintain records and reports related to area of assignment.
5. Identify community needs and recommend appropriate programs and services.
6. Plan, prepare and coordinate, implement, or perform a variety of appropriate programs, projects, or outreach services for specific populations and age groups.
7. Coordinate Library activities with other City departments, divisions, outside agencies, and service providers.
8. Create, develop, prepare, and disseminate effective marketing materials for Library programs and services.
9. Assist customers in using electronic resources, computer equipment, and materials in new and emerging formats; provide formal and informal training.
10. Respond to difficult complaints and requests for information.
11. Assist in the maintenance and improvement of Library collections by reviewing newly published books and other media in the context of the existing materials collection, evaluating customer needs and requests, and selecting materials for repair or discard.
12. Attend professional workshops, seminars, and conferences; represent the Library on outside committees both within the larger City organization and in Library-specific cooperatives and organizations.
13. When assigned to a cataloging position, duties to include cataloging materials; updating electronic records; and performing database work to ensure data integrity, including, but not limited to, performance of authority control.
14. When assigned to the Mobile Library, duties to include serving as principal driver, preparing statistical reports, and writing and updating procedures as needed.
15. Perform related duties as required.

Minimum Qualifications:

Librarian I

Knowledge of: General principles and practices of professional library work; library organization, services, and equipment; books and sources, including electronic and digital resources and applications, bibliographies, reference materials, and cataloging and classification plans; principles and practices of computer technology, including Windows operating systems. When assigned to a cataloging position, principles and practices of cataloging and classification; MARC format; Dewey classification system; OCLC software; authority control practice.

Ability to: Assist in carrying out specific functions of the City Library; develop and implement Library services; listen to requests and assist customers in the selection of books and a variety of electronic materials and resources; use computer peripherals and networked resources to create, access, and edit customer profile; bibliographic or research information in the Library environment; lift heavy objects as necessary; communicate clearly and concisely, both orally and in writing; establish and maintain effective work relationships with those contacted in the course of work; speak comfortably with large groups of people; work under deadlines and with constant interruptions. When assigned to a cataloging position, properly assign call numbers and maintain consistent headings and practices.

Librarian II

Knowledge of: Principles and practices of public library service development; operating policies and procedures of the Library; computer applications in a library environment.

Ability to: Assist in the development of operating policies and procedures related to area of assignment; coordinate, train, and review the work of paraprofessional, hourly staff, and volunteers; perform professional Library duties independently.

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Experience and Training Guidelines: Combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Librarian I

No professional library experience is necessary; however, extensive experience on a paraprofessional level is desired. Education equivalent to a bachelor's degree from an accredited college or university with major course work in library science or a related field. Master's degree from an ALA-accredited college or university in library science is highly desirable.

Librarian II

Two years of increasingly responsible professional experience performing duties similar to a Librarian I in the City of Mountain View. Education equivalent to a bachelor's degree from an accredited college or university with major course work in library science or a related field. Master's degree from an ALA-accredited college or university in library science is highly desirable.

Required Licenses or Certificates: Possession of a valid Class C California Driver License upon appointment.

Working Conditions: May require working rotating shifts, including evenings and weekends.

Established: January 1994

Revised: July 2018

HRD/CLASS SPECS

Librarian I/II