



City of Phoenix

LIBRARIAN II

JOB CODE 30220

Effective Date: 06/17

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform a full range of professional library work at the Central Library or at a branch library. Work is performed independently in accordance with general policies and accepted professional practices. This position supervises professional, paraprofessional, technical, and clerical level staff. Examples of classifications supervised include Librarians I, Library Assistants, Library Circulation Attendants, Library Clerks, Library Pages, and Municipal Security Guards. The advanced difficulty of work assignments and/or supervisory responsibilities differentiates this class from the Librarian I. Supervision, advice and support are received from a Librarian IV or Librarian III through discussion of plans, problems, and available resources, and performance is evaluated on the basis of results achieved.

ESSENTIAL FUNCTIONS:

- Seeks information from users and potential users of information and library materials about their library needs and interests.
- Supervises, trains, evaluates and provides effective leadership to professional, paraprofessional, technical and clerical level staff.
- Follows City of Phoenix hiring guidelines to interview and select qualified staff.
- Formulates goals, plans and procedures and accepts responsibility for the overall effectiveness of one or more of the system-wide programs or services.
- Reviews and selects library materials and digital access to library materials for purchase on the basis of established selection criteria and the needs of library users.
- Answers reference questions and performs readers' advisory services over the telephone, in person and through other electronic forums.
- Participates in library committee work and contributes to cooperative efforts in producing recommended reading lists and selection lists.
- Coordinates outreach with individuals and groups within the community to assess needs and develop cooperative services to meet those needs.
- Assumes the responsibilities of the branch manager or section head in his or her absence.
- May be assigned to manage special collections, coordinate system wide services, or serve as a System Liaison for the collection management plan.
- Maintains regular and reliable attendance;



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- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Professional library theories, issues and trends.
- Principles and practices of public library operation and library materials selection.
- Principles and practices of employee supervision and training.
- Specific subject field or type of library material.
- Computerized cataloging, bibliographical and circulation system databases.
- Sources of information on advanced and specialized library materials as well as the general book trade and review media in all formats.
- Specialized bibliographic and reference tools as well as general reference tools and services.
- Library professional publications and the literature of librarianship.
- Research techniques and practices.
- Customer service principles and techniques.

Ability to:

- Analyze professional problems and take appropriate action.
- Analyze, evaluate and appropriately select specialized and advanced level library materials as well as popular level materials in all formats.
- Find answers to specialized and advanced level reference questions in area of specialization as well as to general reference questions.
- Keep up-to-date with current professional issues and developments.
- Supervise the work of others through planning, organizing, instructing and motivating.
- Train and supervise non-professional, paraprofessional and professional staff.
- Communicate effectively and work proactively to attain solutions. Effectively coordinate library program, projects and/or services.
- Work cooperatively with other City employees and the general public.
- Communicate in the English language by phone, email, online or in person in a one-to-one or group setting.
- Comprehends and makes inferences from written material.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.



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- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift. Some positions require use of personal or City vehicle.

ACCEPTABLE EXPERIENCE AND TRAINING:

A master's degree in library science from an American Library Association (ALA) accredited institution and two years of progressively responsible library experience including one year of professional library work. Other combinations of experience and education that meet the minimum requirements may be substituted.