LIBRARIAN III

JOB CODE 30230

Effective Date: 11/94

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to supervise the operation of a branch library or a section of the Central Library or Technical Services Division, including directing the work of Librarians II, Librarians I, Library Assistants, Library Circulation Attendants, Library Clerks, Library Pages, and Municipal Security Guards performing technical, administrative, and clerical assignments; or leads and coordinates one or more of the system-wide library programs. Supervision over a library unit including Librarians, or over a function or program which affects all sections and branches in the library system, differentiates this classification from Librarian II. General supervision is received from a Library Administrator or the City Librarian through a review of plans, budgets, programs, and reports and conferences concerning difficult or unusual problems.

ESSENTIAL FUNCTIONS:

- Formulates goals, plans, and procedures for a branch library or a section of the Central Library or Technical Services Division;
- Directs and coordinates the activities of the branch or section, oversees scheduling to ensure coverage of service points, and accepts responsibility for the overall operating effectiveness of the branch or section;
- Monitors and evaluates the work of the staff members of a branch or section;
- Monitors and evaluates the selection of materials and the collection maintenance for a major segment of the libraries’ collections;
- Seeks information from users and potential users of information and library materials about their library needs and interests;
- Reviews media for books and other library materials appropriate to the branch or Central Library collection, and selects materials for purchase for the collection;
- Answers reference questions and performs readers’ advisory services;
- Formulates goals, plans, and procedures and accepts responsibility for the overall effectiveness of one or more of the system-wide library support programs;
- Participates in library committee work by chairing meetings or contributing as a member and working in such areas as library material collection development and program planning;
- Performs interviews and selects personnel for clerical and paraprofessional positions;
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- Interprets and explains library policies, objectives, and services to community groups, business and educational leaders, publishing agency representatives, other City Departments, and the general public;
- Maintains regular and reliable attendance;
- 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

**Technical Services**
- Standardizes, coordinates, and documents cataloging or acquisitions policies and procedures;
- Organizes the resources of cataloging or acquisitions unit to most effectively achieve the objectives of the division and the library system;
- Ensures that automated systems equipment is maintained and kept up-to-date, and plans for continued computer application to the cataloging and acquisition process;
- Participates in establishing bibliographic parameters and standards for the library's automated catalog;
- Monitors and drafts assigned contracts with vendors for the acquisition of all library materials.

**Administration**
- Develops and implements specialized training for all levels of staff;
- Develops grant proposals and monitors the expenditure of all grant funds received;
- Coordinates the development and revision of the library staff policies and procedures manual;
- Coordinates the updating of the library system's long-range planning and related planning documents by calling meetings, overseeing the gathering of information, and writing updates of the documents.

**Accessibility/Special Needs Center**
- Selects specialized materials for the Special Needs Center reference and circulation collection;
- Provides reference services for disabled individuals, their families, other libraries and agencies;
- Develops procedures for implementing the use of specialized computers for the disabled;
- Establishes training programs for disabled persons involving the use of specialized computer equipment for reading and writing;
- Oversees the maintenance and updating of specialized computer equipment;
- Trains staff in the use of computer equipment and methods of teaching patrons the use of the equipment;
Provides reference and book availability services to the hearing impaired through text telephone (TT);
Conducts workshops and demonstrations regarding resources of the Special Needs Center.

**Required Knowledge, Skills and Abilities:**

Knowledge of:

- Principles and practices of supervision.
- Leadership styles and skills.
- Professional library theories, issues and trends.
- Principles and practices of public library operation.
- Principles and techniques of library materials selection.
- Library professional publications and the literature of librarianship.
- Computers and automated systems, and their capabilities and installation and maintenance requirements, when assigned to the Technical Services Division.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Analyze professional problems and take appropriate action.
- Analyze, evaluate and appropriately select specialized and advanced level library materials as well as popular level materials.
- Research and find answers to advanced level and general reference questions.
- Keep up-to-date with current professional issues and developments.
- Work cooperatively with other City employees, community groups, business, and educational leaders, vendors and the general public.
- Communicate in the English language by phone 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.
- Instruct others in a classroom setting when assigned to Library Administration.
- Work safely without presenting a direct threat to the incumbent 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.

ACCEPTABLE EXPERIENCE AND TRAINING:

A master's degree in library science from an American Library Association (ALA) accredited institution with at least three years of experience in professional library work, including one year of experience performing the full range of advanced, professional library work (or at the level of Librarian II); one year of experience in subject or technical field for which responsible; and one year of supervisory experience. Other combinations of experience and education that meet the minimum requirements may be substituted.