

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Senior Librarian	Job Code: 3005
Date: October 30, 2017	EEO Code: PR
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is senior-level professional library service providing and/or supervising various programs, activities, and services for library patrons.

CLASSIFICATION STANDARDS: Positions assigned to this classification are responsible to a Library Services Manager and perform all work under general supervision. This work differs from lower-level positions by its higher degree of professional education, experience, accountability, and leadership responsibility, and by its direct involvement with the library management team.

ESSENTIAL DUTIES: Provide effective reference service, including training and assisting both professional and paraprofessional staff; serve as a resource and provide expertise in multiple areas; coordinate with Library Services Manager in recommending, planning, and executing programs, activities, and services; develop and create various promotional ideas and materials; may assist in the hiring, supervision, scheduling, evaluation, and discipline of assigned staff; may oversee designated area and/or highly specialized program, including program supervision, adherence to budgets and policies, and development of programs, goals, and objectives; assist in developing library-wide operating practices, rules, and regulations.

Assist in overseeing collection development by reviewing, selecting, acquiring, and cataloging materials that meet the library's mission and goals; mentor other staff in collection development areas; maintain library records and prepare and submit various reports; assist patrons in selecting, locating, and using materials and equipment, including print and online sources; conduct reference and Reader's Advisory interviews; answer informational requests; search online database in a networked environment; create bibliographies and booklists to assist patrons with research/reference materials and to offer suggestions for various interests; maintain regular contact with other employees, the general public, local schools, and other public libraries; conduct library tours; attend staff meetings; read professional journals; perform research; attend conferences, seminars, and training sessions; assist other employees as needed and perform other duties as required.

MINIMUM REQUIREMENTS: Master's degree in Library Science from an ALA accredited school and four (4) years of professional librarian experience **OR** Bachelor's degree and five (5) years of professional librarian experience **OR** an equivalent combination of job-related education and/or professional librarian experience that provides the required knowledge, skills, and abilities [substituting each one (1) year of post-secondary education/training for six (6) months of full-time experience].

License(s)/Certification(s): A valid, lawful Driver's License may be required.

SELECTION FACTORS: *Knowledge of:* policies, procedures, methods, and practices of library administration; operations, functions, and terminology common to the work; early literacy knowledge and skills; literature, media, and databases available for use; computerized operations, including automated catalog and circulation systems, telecommunications, Internet, word processing applications, and related technical developments; MARC format, Dewey

Decimal classification, and common cataloging and classification resources; basic English composition, spelling, and grammar; related laws, codes, rules, and regulations governing librarian work. **Skill in:** providing instruction, counseling, training, and direction; practicing trust-building behaviors. **Ability to:** quickly and accurately perform work; communicate effectively, both orally and in writing; prepare clear, concise, accurate, and informative reports; establish and maintain effective working relationships with the public, schools, coworkers, superiors, and others; deal with the public in a pleasant, courteous, and calm manner in all circumstances; act as a mentor; work independently; recognize and set priorities; direct and evaluate the work of others; conduct a reader's advisory and reference interview; develop and maintain assigned materials collections; create and edit MARC catalog records; plan, organize, and evaluate library activities, services, and programs; manage a large collection area; identify problems, research relevant information, and implement solutions; identify trends and recommend improvements; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

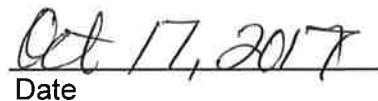
TOOLS AND EQUIPMENT USED: Computers, printers, and other office equipment, such as cash registers, copiers, telephones, fax machine, Promethean board, scanners, ipads, book trucks, and dollies, etc.

PHYSICAL DEMANDS: Traveling to other libraries, schools, etc.; pushing book carts; bending and shifting to rearrange materials; answering telephones, conducting data entry, and standing or sitting at a computer or desk for long periods; lifting and carrying heavy library materials; other varied physical activities associated with performing the essential duties of the job. Requires extensive verbal and auditory skills for communicating with a broad variety of patrons.

ENVIRONMENTAL FACTORS: Open area subject to constant public contact, telephone calls, and frequent noise. May include exposure to high-stress situations or environments, including contact with the public in confrontational or unpleasant circumstances and dealing with supervisory issues.



Department Director



Date



Mayor/Chief Administrative Officer



Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.