

HEAD LIBRARIAN I

Title of Immediate Supervisor: System Director
Accountable For: Library Assistants
Division: Pioneerland Library System
Department: Varies
FLSA Status: Non-Exempt
Pay Grade Assignment: 9

GENERAL DESCRIPTION:

Directs and coordinates activities of a smaller library (i.e. 3 or less employees who work more than 100 hrs. per yr.), including staff supervision and the delivery of library services in facility with smaller circulation, staff, and budget allocations, and performs related duties as necessary.

DUTIES AND RESPONSIBILITIES:

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.

- Directs and supervises library staff, including determining work schedules/assignments, selecting/orienting new employees, scheduling substitutes, evaluating job performance, and coordinating training programs.
- Works with individual staff members in addressing/resolving problems and concerns with job duties, work relationships, materials, and equipment.
- Serves as a liaison in facilitating communications and coordination between branch staff and library administration in areas of library policies and procedures.
- Reviews library branch selection to determine the removal of obsolete materials and recommends the purchase of new materials. Evaluates library materials based on their currency, condition, collection appropriateness, and use to make branch collection removal decisions. Recommends the purchase of new materials based on reviews, author, and publisher reputation, and patron requests. Supervises and monitors the shelving of new reference and library materials within the library.
- Supervises and administers the library building and security procedures, responds to emergency library situations, i.e. injured/ill patrons and staff, power failures, etc. and schedules outside group use of library meeting rooms.
- Provides complex reference and research services to patrons, including responding to informational requests/inquiries, searching for catalog and index information, examining print and electronic reference sources for information, locating books, materials and electronic resources, and making requests for outside materials.
- Directs and supervises library branch public relations, promotions, and activities, i.e. book and library talks, library displays, participation in community events, etc.
- Interprets and enforces library services policies with customers.
- Responds to customer needs (i.e., supervises scheduling outside group use of library meeting rooms), patron comments, and resolves customer complaints.

- Serves on various committees as representative of the library to outside groups, such as community education advisory council, literacy provider organizations, and county government committees.
- Makes appropriate recommendations to the Library System Director to improve general operations and services.
- Prepares monthly and annual reports of library operations and activities; makes operating budget recommendations to the Library Director.
- Supervises the collection, accounting, and transferring of library monies to the administrative office.
- Monitors the condition of buildings, furnishings, and equipment; arranges for needed repairs and maintenance.

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience with supervising and coordinating the work of library personnel.
- Basic knowledge of library organization and operation.
- Demonstrated experience using an online library catalog and using the Internet for reference service.
- Demonstrated example of leadership and decision making skills/abilities.
- Excellent public relations and communications skills.
- Skilled in the operation of office equipment such as personal computers, telephone, calculator, adding machine, photocopier and fax machines.

MINIMUM QUALIFICATIONS:

Associate's degree and at least three years of work experience that includes some supervisory experience; or a combination of equivalent training, education, experience necessary to perform the essential duties of the job.

CERTIFICATION OR LICENSING REQUIREMENTS (prior to job entry):

None

PHYSICAL REQUIREMENTS

Positions in this class typically require: walking, stooping, crouching, reaching, lifting, fingering, feeling, grasping, talking, hearing, and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Some light lifting and carrying of office materials may be required up to 25 pounds.

JOB CLASSIFICATION HISTORY:

Prepared by BCC 5/01

Format revised by haj 1/06

Pay Grade Revision 1/1/15