



CLASS SPECIFICATION

Class Code: 60005020
Date Established: 07/1973
Last Reviewed: 10/2024
Last Revised: 10/2024
Last Title Change: 10/2024
FLSA: non-exempt
Probation: 12 months

LIBRARIAN

DEFINITION

Under general supervision, performs a variety of professional level librarian services in any of the library divisions, such as information services, cataloging, and public services; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A master's degree in library science or library information science from an American Library Association accredited college or university AND one year of full-time paraprofessional library experience; OR a master's degree in any other discipline AND three years of full-time paraprofessional library experience; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

May require a valid driver's license at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

In the absence of a higher-ranking authority, provide temporary oversight of the facility/division and staff with readily available administrative support.

Assist the public with library transactions and information requests using all available resources.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Plan, promote, and conduct tours, outreach, classes, and programs on a variety of topics for all generations.

Collect and maintain statistical data and records; prepare summary reports to keep library management aware of patron usage and needs.

Assist with the development, maintenance, and organization of the library collection; assess materials using current professional standards.

Participate in system level committees and meetings that develop policies, procedures, and library services.

May oversee a system-wide project.

May identify maintenance and other required services and contact vendors or other County departments to perform necessary work.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Washoe County and Washoe County Library System policies, procedures, methods, and terminology.

Integrated Library Systems automated databases, software, and digital resources.

Principles and practices of effective supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation, and discipline.

Cataloging and classifying standards.

Development, implementation, and evaluation of multigenerational library services, classes, and programs.

Project management techniques.

Budget development methods and techniques.

Ability to:

Develop a variety of reports and statistics.

Supervise, evaluate, develop, and train assigned staff.

Evaluate priorities, procedures, and processes to determine their effectiveness and efficiency.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

American Library Association philosophy, practices, procedures, and techniques.

Current computer/mobile technologies including the internet, social media, and online database searching.

Current trends and developments of public library operations.

Library cataloging and classification systems.

Library information services, materials, resources, and advanced bibliographic searching techniques.

Principles and practices of effective customer service and proper telephone, email, and in person etiquette.

Ability to:

Plan, prioritize, and manage work to meet expected deadlines.

Interpret and apply regulations, policies, and procedures.

Interpret library policy for staff and the public.

Develop and deliver effective written and verbal presentations.

Use multiple types of digital technologies and library equipment.

Interact effectively with a variety of individuals from diverse socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.

Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster effective and positive working relationships with all those contacted in the course

of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Using approved safety standards, ability to lift, push, pull and move objects weighing up to 50 lbs. Ability to work under conditions involving exposure to dust and odors. Ability to use audio/visual equipment, office equipment including computers, telephones, calculators, copiers, mobile devices, and FAX machine. Ability to use necessary chemicals. Work is performed in a public service environment with continuous contact with other staff and the public.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.