

CITY OF ARCADIA

LIBRARIAN I LIBRARIAN II

DEFINITION

Under general supervision to develop and provide a full range of technical and professional library services to patrons and visitors; and to perform extensive customer service duties.

DISTINGUISHING CHARACTERISTICS

Librarian I--This is the entry level position in the Librarian class series. Positions at this level usually perform most of the duties required of the positions at the Librarian II level but are not expected to function at the same skill level. Incumbents are expected to progressively exercise more independent discretion and judgment in matters related to work procedures and methods. General supervision is provided as necessary while work is in progress. Exceptions or changes in procedures are explained as they arise. Since this class is used as an entry-level class, employees will have the professional education but may have only limited or no directly related work experience.

Librarian II--This is the full journey level position in the Librarian class series. Positions at this level are distinguished from the Librarian I level by the performance of the full range of duties as assigned, while working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

Positions in this class series are flexibly staffed and positions at the Librarian II level are normally filled by advancement from the Librarian I level with three years of increasingly responsible library experience and responsibility for a major library collection or activity, functional cross training in other library service areas, and successful performance reviews. When filled from the outside, the employee is required to have prior relevant experience, which allows the employee to meet the qualification standards set forth for the Librarian II level.

SUPERVISION EXERCISED

Librarian I

May exercise supervision over technical, clerical, and volunteer staff.

Librarian II

Exercises direct supervision over technical, clerical, and volunteer staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide timely, courteous, and high-level customer service functions to patrons, visitors, and members of the public; handle sensitive matters and complex customer service interactions with tact and diplomacy utilizing de-escalation techniques whenever necessary.

Assist patrons with a wide range of inquiries and needs, including general and specialized reference services, reader's and media advisory; locate appropriate information sources, perform bibliographic research, and create source lists; provide assistance and support with emerging technologies and related inquiries and problems.

Conduct reference interviews and assessments to identify and recommend and/or purchase materials based on patron and community interests, needs, and language preferences.

Remain abreast of current literature and professional trends in delivering library services; plan, implement, coordinate, and evaluate library programs, activities, and services to fulfill the diverse educational, recreational, and various demographic needs of the community.

Participate in collection development activities for assigned areas including conducting gap assessments, selection of traditional and digital materials; periodic and ongoing evaluation of existing and donated materials to ensure conformity with collection development policy.

Manage the inflow and outflow of materials to ensure appropriate recording of items in designated record-keeping logs and catalogues in a timely manner.

Participate in library publicity and public relations activities; prepare displays and exhibits, flyers, posters, brochures, and social media posts; plan book displays for assigned areas; engage in coordination and outreach efforts to promote library services, programs, and community events; travel to off-site events and community organizations, schools, and festivals to promote the library and facilitate material circulation and programs.

Collect, analyze, and prepare data, reports, and participation statistics to comply with California State Library Statistics and/or other applicable mandates and requirements; keep financial and/or statistical records as needed.

Participate in supervision of assigned staff and volunteers; maintain effective communication and provide training as necessary.

Initiate, develop, and maintain positive and effective relationships with local schools, educational institutions, community organizations, and non-profit groups to collaborate and build strategic partnerships, arrange site visits, and coordinate presentations.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Librarian I

Knowledge of:

Principles and practices of supervision.

Principles, practices, procedures, techniques and materials of professional library work, including library reference, collection development, and other professional library services.

Principles, techniques, and procedures in bibliographic research, cataloging, indexing, classifying, organizing library materials, reference interview methods, and research.

Technological, professional, and societal developments, trends, literature, and sources of information related to areas of assignment.

Techniques for de-escalation and providing a high level of customer service by effectively dealing with the public, vendors, contractors, and staff.

Trends in assigned age-level literature, educational, and development needs, and services.

Modern equipment and communication tools, including utilization of social media platforms, used for operations, programs, projects, and task coordination, including computers and software programs relevant to the work performed.

Principles and practices of MARC format for cataloging.

Skill to:

Use of automated library services, personal computers, and tablet devices, as well as associated software and applications.

Operate a variety of audio-visual and specialty equipment including projection system, poster printer, die-cut machine, label-maker, laminator, and specialty cutters.

Ability to:

Perform professional library work involving the use of independent sound judgment and personal initiative.

Respond tactfully and diplomatically during interactions with staff, the public, and community groups, while appropriately adhering to and enforcing library policies, procedures, and practices.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports based on gathered information and research.

Effective use of computer systems, software applications, relevant to work performed, and modern equipment to perform a variety of work tasks.

Utilize traditional and non-traditional mediums of promotions to publicize various library services and programs.

Plan and conduct the activities, programs, projects, and operations of specialized library functions.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing using appropriate English grammar and syntax, including delivering effective presentations before patrons, community groups, and others.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

One year of paraprofessional library experience in a public library setting is desirable.

Education and Training:

Equivalent to a Master's degree in Library Science from an ALA accredited college or university.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and lift, carry, push, and pull 20-30 lbs.

Librarian II

In addition to the qualifications for Librarian I:

Knowledge of:

Principles and practices of supervision.

Principles and practices of archival preservation.

Principles and practices of current cataloging procedures.

Principles and practices of managing a Federal Depository Collection.

Principles and practices of media collections and electronic resources.

Principles and practices of programming for children, youth and adults.

Ability to:

Interpret and explain library policies and procedures.

Accurately determine the nature of patron needs and requests.

Minimum Qualifications:

Experience:

Three years of increasingly responsible library experience, and responsibility for a major library collection or activity, and functional cross training in other library service areas.

Education and Training:

Equivalent to a Master's degree in Library Science from an ALA accredited college or university.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and lift, carry, push, and pull 20-30 lbs.

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