

CITY OF ARCADIA

PRINCIPAL LIBRARIAN – TECHNICAL SERVICES

DEFINITION

Under general direction, to supervise, plan, and administer Technical Services programs, collections and services; and to provide responsible staff assistance to a Library Services Manager.

SUPERVISION EXERCISED

Exercises direct supervision over professional, paraprofessional, technical, and clerical staff as well as volunteers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervise and coordinate a variety of operational activities for the Library including building maintenance, publicity content, patron relations, personnel issues, budget and the selection and purchase of Library collections, supplies and equipment.

Develop, implement, and evaluate programs, collections, staffing, services and functions for Technical Services.

Evaluate and select a wide range of print and non-print materials, products, and services.

Plan, direct, coordinate, and review the work plan for Technical Services.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with staff to correct deficiencies; implement discipline and termination procedures. Meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Manage and participate in the development and administration of the Technical Services annual budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approval of expenditures; direct and implement adjustments as necessary.

Perform a variety of public relations duties; make public speaking appearances before local groups and organizations; promote Library usage through programming, public relations, and tours.

Maintain a variety of records and statistics; conduct research projects as requested; prepare a variety of reports.

Participate on a variety of internal and external committees, boards, and task forces; attend and

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

participate in professional group meetings; stay abreast of new trends and innovations in the field of library and information science and the community at large.

Maintain and continually update knowledge of new and existing library materials in a variety of formats.

Seek out and maintain local community contacts; initiate, develop and maintain positive relations with patrons, stakeholders and policy makers within the community as relevant to local library operations and services.

Coordinate the selection and acquisition of new machinery, equipment, supplies, and technical components.

Respond to and resolve inquiries and complaints.

Assist in the design and updating of the Library web pages.

Develop and supervise acquisition procedures; select suppliers and coordinate supply activities including periodicals, magazines, and newspapers.

Catalog all library materials including books, periodicals, reference sources, in various formats and a wide variety of multi-media materials.

May serve as back-up systems Manager for the Library's automation system and PC's, including scheduling, reports, and basic troubleshooting.

Establish policy concerning cataloging, classification, and filing; catalog and classify library materials.

Supervise staff involving ordering, cataloging, processing and mending materials.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern and complex principles and practices of Library and Information Science.

Operations, services and activities of a public library system including materials and services available, electronic and Internet resources, and familiarity with popular and standards formats of technology.

Principles of supervision, training, and performance evaluation.

Procedures, methods and techniques of reference, research, programming and marketing

Principles and practices of classification, indexing, and organization of library materials.

Principles and practices of collection development.

Policies, procedures, and functions of the Library.

Developmental stages of children, youth and teens.

Pertinent Federal, State, and local laws, codes, and regulations.

Principles and procedures of record keeping and report preparation.

Principles and practices used in dealing with the public, City government, stakeholders, a governing Library Board and the community at large.

Skill to:

Operate modern office equipment including computer equipment.

Operate a variety of audio-visual and specialty equipment.

Ability to:

Develop and implement library programs and services applicable to the needs of patrons and the community.

Perform professional library tasks in Technical Services. .

Supervise, train, and evaluate assigned staff.

Respond effectively to requests and inquiries from the general public.

Assist Library patrons in response to reference and related Library questions.

Interpret and explain Library policies and procedures.

Prepare and administer annual budgets; allocate limited resources in a cost effective manner.

Apply Library materials acquisition, evaluation, selection, and classification standards and policies.

Prepare and maintain accurate and complete records.

Collect, compile, and analyze information and data.

Prepare and deliver oral presentations.

Prepare clear and concise reports in a timely manner.

Meet and deal tactfully and effectively with the public while providing excellent customer service.

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

Communicate clearly and concisely, both orally and in writing.

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

Minimum Qualifications:

Experience:

Four years of responsible professional library experience including some administrative and supervisory experience.

Experience with collection development, managing budgets, programming and report writing.

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 skills and work environment:

Ability to work in a busy public library environment.

Effective Date: January, 1999

Revised: May, 2012