



CITY OF SANTA CRUZ LIBRARIAN I & II

Reports to	Division Manager
Supervises	Primarily any level Library Assistant and any lower classification
Bargaining Unit	Mid-management

BASIC FUNCTION

Under general direction applies the core competencies of a professional librarian and their knowledge gained from practice and continuing education to deliver customer-driven public library services. The librarian provides a high level of expertise in designing, delivering, evaluating, and continuously improving collections, programs and services, and library operations within prescribed funding limits. Librarians work both independently and in teams with other professionals and support staff to achieve best practices in a continuously changing technological environment. Librarians are expected to be active in professional library associations, continuing education, and activities that develop their professional competency and enable their currency in a constantly changing social, cultural, and technological environment.

DISTINGUISHING CHARACTERISTICS

Librarian I – This is the entry level professional Librarian. The Librarian I is expected to have mastered the core competencies of a professional librarian from an ALA-accredited Master’s degree program. This classification is distinguished from the Librarian II by the length of service as an entry level librarian. Incumbents hired as a Librarian I will be promoted to Librarian II upon successful completion of one year of service in which they have successfully demonstrated their professional competencies in the conduct of the assignments.

Librarian II – Librarian II is distinguished from Librarian I by having successfully demonstrated their mastery of core competencies of a professional librarian. In addition, Librarian IIs, by virtue of their education and practical experience, have developed expertise in one or more disciplines such as in reader’s advisory, information search and discovery, early literacy and language development, digital literacy, collection and content development, library services and programming for specific age groups or user groups, and multicultural expertise.

TYPICAL DUTIES *(May include, but are not limited to, those duties listed below.)*

Any combination of the following duties dependent upon Library System needs or individual position requirements:

- Designs, develops, and delivers library programs and services directly and through staff and volunteers.

City of Santa Cruz
Librarian I & II

- Performs direct service to the public in efficiently and accurately locating information and/or guiding the searcher in person, on the telephone, and online, effectively using the full range of search and technology options available through the library system.
- Provides expert advice to readers in identifying titles, authors, genre, and subject matter of interest specifically to the searcher or client group.
- Strategically creates content for the library's virtual services component, for programs, and for services, including for age-specific audiences such as children, families, adults, seniors, and teens.
- Provides subject expertise to collaboratively develop collections and content for the library's virtual and physical collections.
- Conducts original cataloging of books, government documents, media, serials, and other material; identifies and corrects problems related to obsolete, conflicting, or incorrect cataloging; interprets cataloging and classification rules and practices for other staff.
- Speaks to school and community groups regarding library services and resources.
- Designs and delivers educational programming for various age-groups related to reading, literacy, and digital fluency, for example, customized for the needs of various audiences. Programming is online or face-to-face and may take a variety of forms including book talks, lectures, story hours, workshops, one-on-one consultation, group instruction, performances, and presentations.
- Designs and supervises the installation of displays and exhibits.
- Assists in developing, modifying and evaluating library practices and procedures.
- Interacts with the public, informs patrons of Library System policies and procedures, and provides constructive feedback to library management concerning same.
- Represents the Library in cooperative relations with other agencies.
- Prepares reports, presentations, and correspondence on behalf of the library.
- Participates in professional activities to be current with trends, best practices, and innovations in library practice and technology.
- Supervises, trains, and evaluates subordinate personnel; may arrange employee work schedules.
- Keeps informed of professional developments; attends professional meetings and training.
- Performs other related duties as assigned.

WORKING CONDITIONS

The position requires frequent sitting, walking and grasping in the performance of daily activities. Occasional reaching, repetitive use of hands, working overhead and stooping is required. The position requires near and far vision and normal hearing in the performance of daily activities. The need to lift up to 25 pounds on an occasional basis is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**City of Santa Cruz
Librarian I & II**

MINIMUM QUALIFICATIONS

Knowledge:

Librarian I

- Mastery of core competencies of the ALA-accredited graduate school.
- Principles and Practices of Supervision

Knowledge:

Librarian II

In addition to the above minimum qualifications for Librarian I, the following qualifications are also required for the Librarian II:

- Demonstrated knowledge and successful practical experience in applying the core competencies of a professional librarian *AND/OR*
- Competency in one or more library disciplines, such as in reader's advisory, information search and discovery, early literacy and language development, digital literacy, services and programs for children, youth, teens, adults, or seniors, multicultural expertise, and collection and content development.
- Principles and techniques necessary to identify and analyze emerging technologies and innovations in order to recognize and implement relevant technological improvements
- Principles involved in the organization and representation of recorded knowledge and information.
- Developmental, descriptive, and evaluative skills in order to organize recorded knowledge and information resources.
- Systems of cataloging, metadata, indexing, and classification standards and methods used to organize recorded knowledge and information.
- Automated cataloging and other automated technical services functions.
- Typical materials acquisition systems.
- Contemporary cataloging and classification systems.

Abilities:

Librarian I

- Communicate a warm and welcoming public attitude and spirit of service.
- Establish and maintain effective working relationships with other employees, volunteers, and the general public.
- Understand and apply library policies and procedures.
- Give clear information to the public and to support staff.
- Interpret library policies and procedures to both public and support staff.
- Communicate effectively, clearly and accurately, both orally and in writing

City of Santa Cruz
Librarian I & II

- Participate in the selection, supervision, training, and evaluation of staff and oversee and coordinate the work of others.
- Operate office equipment, including computer equipment related to library automation.
- Use good judgment in handling difficult situations
- Work Library System's schedule of hours.
- Transport self throughout Library System.
- Actively participate in a professional association, continuing education, and professional development through reading and activities that enable the librarian's professional development.

Librarian II

In addition to the above minimum qualifications for Librarian I, the following qualifications are also required for the Librarian II:

- Articulate and apply the ethics, values and foundational principles of library and information professionals and their role in the promotion of intellectual freedom.
- Apply information, communication, assistive, and related technologies to serve the public consistent with professional ethics and prevailing service norms.
- Assess and evaluate the specifications, efficacy, and cost efficacy of technology-based products and services.
- Efficiently apply the fundamental principles of planning, evaluation, and promotion to project management.
- Efficiently query and evaluate information retrieval systems.
- Efficiently conduct an information search and guide the searcher in an efficient and accurate search process.
- Effectively use the basic concepts and principles related to the creation, evaluation, selection, acquisition, preservation and organization of specific items or collections of information.
- Demonstrate proficiency in the use of current information and communication technologies as they affect the resources and uses of libraries.
- Use service concepts, principles and techniques that facilitate information access, relevance, and accuracy for individuals or groups of users.
- Design public training programs based on appropriate learning principles and theories.
- Demonstrate oral and written communication skills necessary for group work, collaborations and professional level presentations.
- Actively participate in a professional association, continuing education, and professional development through reading and activities that enable the librarian's professional development amidst a constantly changing social, cultural, and technological environment.
- Evaluate programs and services on specified criteria; and

**City of Santa Cruz
Librarian I & II**

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the above knowledge, skills, and abilities combined with any required licenses is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

Librarian I

- A Master of Library Science degree or a Master of Science degree in Library and Information Studies or Librarianship from a program accredited by the American Library Association.
(Note: For the Librarian I, if an applicant possesses all of the minimum qualifications except one of the accepted Masters degree, the hiring department will agree to allow the candidate up to six (6) months while in the probationary period, to obtain and present the degree as a condition of employment.

Librarian II

- A Master of Library Science degree, or a Master of Science degree in Library and Information Studies or Librarianship from a program accredited by the American Library Association and,
- One year of experience in a professional level library position including some supervisory experience.

LICENSES/CERTIFICATES

- Possession and continued maintenance of a valid California driver's license and a safe driving record or the ability to provide suitable alternate transportation that is approved by the appointing authority.

DESIRABLE QUALIFICATIONS

- Fluency in Spanish, an Asian language or sign language.

Classification No.: Librarian I – #742
Librarian II – #750
Date of Issue: 1/2012
Supersedes: Re-classification from Librarian I #148 and Librarian II #149
Update:
Review:

City of Santa Cruz
Librarian I & II

Career Ladder

- Director of Libraries
- Manager System Services and Support
- Library Division Manager
- *Librarian II*
- *Librarian I*
- Library Specialist
- Library Assistant IV
- Library Assistant III/Library Information Specialist
- Library Assistant II/Bookmobile Library Assistant
- Library Assistant I