

## **CITY OF BURBANK**

### **LIBRARIAN**

#### **DEFINITION**

Under direction, to provide professional library service; and perform related work as required.

#### **ESSENTIAL FUNCTIONS**

Selects print, audio-visual, digital, and other non-print materials for youth and adults; plans, coordinates, and presents appropriate library programs; creates displays, bulletin boards, and exhibits for the public; provides in-depth reference service and readers' advisory to library users; interacts congenially with the public in person, online, and over the telephone; instructs public in use of online catalog and other library technology and resources; conducts library and bibliographic instruction; performs electronic database and Internet searching; oversees and may train volunteers; may supervise a library branch or section in the absence of a Supervising Librarian or Senior Librarian; tracks library programming budgets; maintains library catalogs, statistics, accounts, and other reports and records; prepares and conducts children's story times, classroom visits, community outreach visits, and presentations for City departments, staff, community groups, and the public; chairs and coordinates committees and meetings as needed; monitors and posts on social media and the website; participates in continuing education and technical training to enhance skills and keep current in the profession; locates and retrieves materials from shelves at various height levels; supervises, trains, and evaluates employees; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of – current trends and practices in public library services to youth and adults; general and specialized reference and bibliographic sources for youth and adults; library automation systems; online research; readers' advisory theory and methodology; principles and methods of collection development; basic governmental budgeting; record keeping; principles and practices of supervision; proper English usage, spelling, grammar, and punctuation in order to effectively perform the essential functions of this classification (this is not a language restriction as defined in California Government Code Section 12951).
- Skill in – utilizing Microsoft Office, including, but not limited to Word, PowerPoint, and Excel.
- Ability to – work in a multicultural environment as a team member; supervise and train others; interact and communicate considerately with a diverse population; tactfully and effectively handle highly emotional and volatile customer relations situations; enforce library rules and call emergency services as required; address and mediate patron complaints and issues; follow instructions and directions; create and conduct informational and educational programs, projects, and presentations; post on social media and update City website; show initiative in problem solving; work independently under direction; work a flexible schedule including weekends and after hours; manipulate library materials from shelves at floor level to a height of eight (8) feet; maintain a safe working environment; travel to other locations for

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meetings and training sessions; communicate effectively both orally and in writing; establish and maintain effective working relationships

**Education/Training:** A Master's Degree in Library or Information Science from an American Library Association (ALA) accredited program.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

### **SUPPLEMENTAL INFORMATION**

**Desirable Qualifications:** Bilingual or multilingual.