

## **CITY OF BURBANK**

### **SENIOR LIBRARIAN**

#### **DEFINITION**

Under direction, to perform professional library work of a specialized or supervisory nature; may be in charge of a section of the library or a library branch, or assist a division head; and perform related work as required.

#### **ESSENTIAL FUNCTIONS**

Supervises, trains, and evaluates library staff and volunteers; creates library programming; contributes to collection development, publicity, and community outreach; oversees and conducts children's story times, classroom visits, and presentations for City departments, staff, community groups, and the public; manages library programming budgets; oversees library operations as needed; makes recommendations on policy and procedures; assists with implementing performance objectives and work program goals; reports maintenance issues; chairs and coordinates committees and meetings as needed; represents the library to other City departments, community groups, and the public; manages library catalog and records; prepares, maintains, and reviews statistics, accounts, memoranda, and other reports, provides assistance to the reference and circulation desks as needed; responds to escalated patron situations or inquiries; instructs public in use of online catalog as well as other library technology and resources; provides in-depth reference service and readers' advisory to library users; plans and oversees promotional displays; prepares and presents book-talks and book reviews; manages social media accounts for the library; locates and retrieves materials from shelves at various heights; participates in continuing education to enhance skills; makes recommendations regarding hiring, promotions, and transfers; recommends disciplinary action, up to and including termination; drives on City business.

#### **MINIMUM QUALIFICATIONS**

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

- Knowledge of – library policies, procedures, and rules; organizational structure of the Library Department and other City departments; principles and practices of supervision and leadership; current trends and practices in public library services for youth and adults; specialized reference and bibliographic sources for youth and adults; principles and methods of collection development; online research; library automation systems; record keeping; governmental budgeting; 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; interacting and communicating considerably with a diverse population; social media.
- Ability to – identify community library needs and to provide library service to fulfill those needs; train, direct, and evaluate the work of others; communicate effectively, both orally and in writing; tactfully and effectively handle emotional and volatile customer relation situations; enforce library rules and call emergency services as required; address and mediate patron complaints and issues; oversee and create informational and educational programs, projects, and presentations; develop and implement Library policy, performance

## SENIOR LIBRARIAN

objectives, and work program goals; show initiative in problem solving; work independently under direction; work a flexible schedule including weekends and after hours; maintain a safe work environment; manipulate library materials from shelves at floor level to a height of eight (8) feet; travel to other locations for meetings and training sessions; establish and maintain effective working relationships.

**Education/Training:** Two years' experience in professional library work and 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.