

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Librarian III	Job Family: 4
General Classification: Professional	Job Grade: 23

Definition: To perform specialized and professional Library activities of advanced difficulty and to perform a lead role in a major service area of the City Library. This position requires the ability to make independent decisions.

Distinguishing Characteristics: This is the advanced journey-level class within the Librarian series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of the duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including advanced knowledge of reference services, facility operation, collection management, Library policies, computerized information systems, scheduling, and/or staff supervision. May have direct public contact, including resolution of challenging or uncommon situations. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

Receives direction from the Library Services Manager.

Exercises direct and/or indirect technical and functional supervision over Librarian I/II, paraprofessional, technical and clerical staff, hourly staff, and/or volunteers.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Depending on assigned section, perform reference and readers' advisory service to customers, develop community programs, perform outreach, maintain integrated library systems, provide technology support, and catalog/classify Library materials.
2. Recommend and assist in the development and implementation of Library program goals, objectives, policies, and priorities; serve on Library committees.
3. Assist with scheduling, prioritizing, coordinating, and monitoring work of hourly, paraprofessional, and professional staff to accomplish a variety of Library services and programs.
4. Provide and coordinate training as appropriate and ensure compliance with rules and regulations.

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5. Interpret, apply, and enforce Library policy and procedures.
6. Participate and provide supervision in planning, organizing, implementing, and evaluating a variety of Library services, including reference, virtual services, programming, and technical services; prepare and maintain records and reports related to area of assignment.
7. Research and analyze community needs and recommend appropriate programs, technology, and services.
8. Oversee and coordinate Library activities with other City departments, divisions, outside agencies, and service providers.
9. Create, develop, prepare, disseminate, and evaluate effective marketing materials for Library programs and services.
10. Assist customers in use of electronic resources, computer equipment, and materials in new and emerging formats; provide formal and informal training.
11. Respond to requests for information and positively resolve moderately difficult public interactions with tact and diplomacy.
12. Attend professional workshops, seminars, and conferences; represent the Library on outside committees both within the larger City organization and in library-specific cooperatives and organizations.
13. When assigned to technology position, duties include maintain and troubleshoot the Integrated Library System (ILS); install hardware and software and provide desktop support for Library equipment; create SQL and API to customize systems; prepare a variety of reports; load records; document and update procedures; and manage technology-related projects.
14. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Advanced principles and practices of professional library work and public library service development; library organization, terminology, services, and equipment; books and sources, including electronic and digital resources and applications, and reference materials; methods, practices, and techniques of cataloging and classification plans; operating policies and

procedures of the Library; principles and practices of program development, implementation, and evaluation; principles and practices of computer applications and technology, including Windows operating systems, integrated library systems, and automated materials handling systems. When assigned to a technology position, integrated library systems; hardware and software troubleshooting.

Ability to: Perform professional Library duties independently; coordinate, train, and review work of professional, paraprofessional, hourly staff, and volunteers; assist in carrying out specific functions of the City Library; develop and implement Library services; assist in the development of operating policies and procedures and interpret and articulate policies and procedures to customers and staff; use Library computer software and equipment effectively, including integrated library systems and automated materials handling systems; provide exceptional customer service, listen to requests, and assist customers in the selection of books and a variety of electronic materials and resources; use computer peripherals and networked resources; research information in the Library environment; lift heavy objects as necessary; communicate clearly and concisely, both orally and in writing; establish and maintain effective work relationships with those contacted in the course of work; speak comfortably with large groups of people; reason through a problem and find appropriate creative solutions; multi-task and prioritize in a fast-paced, demanding environment; work under deadlines and with constant interruptions. When assigned to a technology position, configure and maintain integrated library systems; perform hardware and software installation and troubleshooting; write technical procedures; assist staff with technology-related needs.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Two years of increasingly responsible professional experience performing duties similar to a Librarian II in the City of Mountain View. One year of supervision experience highly desirable. Graduation from an accredited college or university with a bachelor's degree and major course work in library science or a related field. Master's degree from an ALA-accredited college or university in library science is highly desirable.

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Required Licenses or Certificates: Possession of, or ability to obtain, a valid California Driver License.

Established: August 2016

Revised: July 2018

HRD/CLASS SPECS

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