

Rev. 7/97

**City of San José****LIBRARIAN II (FT) (6233)****LIBRARIAN II (PT) (6234)****CLASS PURPOSE**

Under general supervision, performs a variety of librarian duties of moderate difficulty at the fully working level. Performs related work as required.

**TYPICAL DUTIES AND RESULTS** (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Performs duties as librarian in charge of a section of the Main Library, a special section of a branch library, or mobile unit or special needs program.
- Provides direct assistance to library patrons in location and selection of library materials; serves as resource to children, young adults, adults, and library staff.
- Performs community contact work, conducts library tours, gives book talks, and plans, promotes, or presents other programs, works with community groups to promote understanding, use and support of library service activities.
- Analyzes, interprets and answers reference questions, and provides reader's advisory information.
- Operates on-line information retrieval system.
- Assumes responsibility for selection of materials in area of assignment, evaluating, and analyzing patron's needs and preferences. Reviews materials for system-wide purchase.
- Supervises acquisitions staff in preparing and placing library materials orders; providing information for pre-cataloging and cataloging processes; and works with library materials vendors in opening accounts and resolving problems.
- Supervises the maintenance of card catalogue files, shelving, weeding, repairing and other circulation support; arranges displays; carries out and plans for improved service delivery to patrons.
- Supervises, leads or trains the work of clerical and technical staff as assigned; assumes responsibility for a facility or a section as assigned.
- Interprets policies and procedures to the community and represents library and City services in professional and civic activities.
- Serves on system-wide special interest activities as assigned.

**DISTINGUISHING CHARACTERISTICS**

This class differs from the class of Librarian I in that the latter is entry-level in the Librarian series, and is more closely supervised until full working level proficiency is attained. Librarian II differs from the next higher class of Senior Librarian in that the latter is in charge of a branch library or a major service of the Main Library with system-wide functions, and generally supervises both professional and technical staff.

**QUALIFICATIONS****Minimum Knowledge, Skills, and Abilities**

- Knowledge of the principles and practices of professional library science, including patron interest levels, reference services, professional technical services function, circulation practices, theory and applications of library automation, and of all information formats, including print and non-

print media.

- Ability to train, supervise, or provide lead direction to professional, clerical or technical staff.
- Ability to analyze expressed and unexpressed community interests, and to plan and promote needed programs and services.
- Ability to interpret and carry out regulations and policies of the San Jose Library.
- Ability to establish and maintain good working relationships with others, and to express oneself clearly and concisely, both orally and in writing.
- Ability to develop and organize specialized and varied programs.

### **Competency Knowledge, Skills, and Abilities**

- Knowledge of the services, procedures, and systems of the San Jose City Library.
- Knowledge of the special collection of assigned charge and general knowledge of the entire collection of the library.
- Knowledge of the inter-library system search tools and reserve and lending exchanges common to the San Jose system.
- Knowledge of particular communities and community groups and demonstrated ability to work constructively with them.

### **Education**

A Master's Degree in Library Science from an accredited college or university.

### **Experience**

One year of professional library experience.

### **Acceptable Substitutions**

None.

(7/80), (Rev. 12/83), (Rev. 6/30/86), (Rev. 7/97)  
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