



# City of Mill Valley Mill Valley Public Library LIBRARIAN

## **DEFINITION**

Under general direction, the Librarian performs a variety of professional library work and may be assigned to one or more areas of the Library and may include: reference services; collection development; programming and services for youth and or adults, or other special services.

## **DISTINGUISHING CHARACTERISTICS**

This is a Librarian position in which the person is expected to work independently and to take a lead role in library operations. The Librarian is expected to develop and implement programs and provide reference services to library patrons, and to be responsible for collection development activities.

## **SUPERVISION RECEIVED AND EXERCISED**

This position reports to Senior or Supervising Librarian, City Librarian or Library Operations Manager. Although there are no direct reports, the Librarian may provide technical and functional direction to staff and volunteers as needed.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES** *(May include but are not limited to the following:)*

- Provide professional reference and readers' advisory services; instruct patrons in the use of library resources, downloading digital content and using the Technology Center.
- Develop programming from start to finish, including concept, publicity, implementation, metrics and evaluation.
- Manage, develop, and promote selected collections, constantly reviewing and evaluating for relevance. Collaborate with other selectors to ensure a balanced, substantive collection.
- Create content for a variety of needs, which may include original content (e.g. blogs, podcasts, news items, website landing pages) or operational reporting (e.g. staff reports, statistical reports).
- Provide exceptional customer service in every interaction with staff and the public.
- Provide technology support to the public and be able to troubleshoot technology issues as they arise.
- Represent the Library in the community, which could include outreach, developing collaborations, speaking engagements, presentations, and serving on committees or projects as assigned.
- Proactively develop viable solutions to problems that arise (e.g. technology, building issues, day-to-day operations) and actively work with Library and City staff to research and implement solutions.
- Participate in professional development and training, both as a participant and a presenter.
- Work on special projects assigned by supervisors, City Librarian and/or Library Operations Manager.
- Participate in library-wide initiatives such as grant writing, managing volunteers, and implementing innovative programs and services.

- Communicate effectively with staff and public to support good relationships, transfer of knowledge, and transparency.
- Maintain awareness of emerging trends in technology, reference services, and librarianship.
- For those assigned to Youth Services, develop and present story time for children and families.
- Perform related work as assigned.

## **REQUIREMENTS**

### **Knowledge of:**

- Library principles, such as privacy and free and equal access, and best practices to uphold those principles.
- Library procedures, methods, tools of reference, readers advisory, research, classification, and organization of library materials.
- Integrated library systems, library related software and applications.
- Program planning and services for youth and/or adults.
- Customer service techniques and approaches
- Modern library methods, techniques and terminology.
- Principles of collection development including materials selection and collection management.
- Adult and/or children's literature.

### **Skills and Abilities**

- Ability to fully participate in an innovative environment, to be comfortable taking risks, rethink expectations, and learn new skills, to support a relevant Library today and in the future.
- Ability to be flexible, with a willingness to shift focus quickly, assume new and or different responsibilities as needed, and work in different Library divisions as assigned.
- Ability to perform effective library reference, readers' advisory duties, retrieval and organization of information, and other professional level library work.
- Skill in planning, organizing, developing metrics, publicizing, evaluating, and managing the logistics of a program.
- Proficient in the use of Microsoft Office suite, web-based resources, cloud computing, content management software, databases, and integrated library systems. Ability to learn and use new software and technology.
- Ability to develop competence in present and emerging technologies and social media.
- Ability to make effective presentations in a variety of situations including staff training, public outreach, donor events, support group meetings and events.
- Ability to establish and maintain cooperative and collaborative working relationships with Library and City staff, patrons, organizations, and the broader community.
- Skill and ability to write clearly, succinctly and persuasively for varied formal and informal communications including general correspondence, website, reports, and marketing materials.
- Skill and ability to speak clearly, succinctly and persuasively in varied formal and informal settings including general communication with staff and public, presentations, and outreach.
- Skill in analyzing information logically and creatively to identify problems, draw valid conclusions, and develop effective solutions to operational and customer service problems
- Ability to develop, prioritize, and implement short- and long-range goals on schedule.
- Ability to express a positive work attitude and contribute to good morale in the workplace.
- Ability to apply attention to detail and produce accurate, quality work.
- For those assigned to Youth Services, ability to work well with children and young adults, ages 0-18.

## **EDUCATION AND/OR EXPERIENCE**

Any combination of experience and training that would be likely to provide the required knowledge, skills and abilities is qualifying. The best way to obtain the knowledge and abilities would be:

Education: Possession of a graduate degree in library and information science from an ALA accredited program or its international equivalent. In addition, at least two years of professional experience in a public library setting is highly desirable.

## **OTHER DESIRED QUALIFICATIONS**

Graphic design experience, including the Adobe Creative Suite  
Experience creating podcasts or other original content

## **PHYSICAL DEMANDS**

- Sufficient mobility to access work areas, indoors and outdoors as required.
- Ability to lift, push, pull and/or carry materials/objects, weighing up to 50 pounds.
- Extended periods of standing, walking, sitting, working in front of computer monitor, and engaging in conversations (in person and on phone).
- Sufficient dexterity to manipulate keyboards, mouse and other library equipment.
- Mobility to stand, bend, reach, kneel, crouch or crawl.

The above job description is not intended as, nor should it be construed to be exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

## **Special Requirements:**

- Work evenings, weekends, and special events as assigned.

## **OTHER:**

*FLSA Status: Non-exempt*  
*Bargaining Unit: AFSCME*  
*Approved by: City Manager McCann*  
*Date: March 22, 2017*

**EFFECTIVE DATE:** March 22, 2017