PRINCIPAL LIBRARIAN

DEFINITION

Under general supervision, develops and oversees the operations of a division within the Library and supervises assigned staff.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Selects and orders print and non-print materials for the Division; oversees the discarding of worn and outdated materials; interviews, hires and/or recommends hiring new staff for employment; monitors and assists in the evaluation of work activities for assigned staff; prepares weekly schedule to staff the reference desk; communicates progress, problems and completion of work to upper management; establishes, explains, implements and oversees Library policies and procedures to the staff; plans, prepares and recommends divisional budget and applies for grants.

Coordinates, supervises and/or conducts in-house programs; assists patrons in selecting and locating books and materials; responds to requests for assistance or guidance from assigned staff, other departments or citizens; prepares and overviews reports and documents; researches information and materials for consideration of purchase for the Library; designs and prepares flyers, brochures, signs and bibliographies for promoting and communicating information to the public; catalogs and codes new materials; attends workshops, conferences and seminars.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of City and Department policies and procedures

Knowledgeable of community resources and customer service techniques and concepts

Knowledgeable of supervision principles

Knowledgeable of the procedures for coding and cataloging Library material

Skilled in working within deadlines to complete projects and assignments

Skilled in developing and implementing library programs and services

Skilled in establishing and maintaining positive and productive working relationships

Ability to effectively communicate verbally and in writing in English with all levels of staff

Ability to perform essential duties with little to no immediate supervision

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 50 pounds. May be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

A Masters degree in Library & Information Sciences or related field, **AND** five (5) years experience in a library environment **OR** an equivalent combination of education and experience.

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