

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Librarian II
Department: Library
Revised : October 2007

Class : Professional
FLSA : Exempt

This job description supersedes any prior description for the Librarian II classification.

GENERAL DESCRIPTION

Professional work as a librarian involving library techniques in one or more phases of library service. Employees manage an assigned division of the library that includes Children's Services, Information Technology, or Local History/Genealogy. Work is performed under the general supervision of a Library Services Manager, and is reviewed through observation, periodic conferences, and analysis of work performed.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Makes recommendations for hire of staff supervised that is given particular weight by the Library Services Director; supervises, schedules, and trains employees in assigned area of responsibility.

Evaluates job performance of staff supervised and completes performance appraisals.

Assists in the development of long-range plans of assigned area and makes recommendations to the management team for budget allocations.

Provides personal assistance to users in pursuit of information; promotes and facilitates access to information.

Develops and evaluates an assigned collection area within the library in order to purchase new and remove dated materials as needed.

Prepares and presents programs to area schools and community groups.

Supervises lower level Librarians, Library Pages, Library Assistants, and Library Associates.

Provides directional and other basic information regarding the use of library facilities, services, and collections.

Assigns reference numbers and catalogs new books as they are added to the collection.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of library principles, practices, procedures, and resources.

Job Title: Librarian II

Page : 2

Ability to operate a personal computer and related equipment as a productivity tool for word processing, web publishing, etc., and as a tool in researching the Internet and other information databases.

Ability to assist users in the use of computers and related software and to use a personal computer for presentation purposes.

Ability to instruct, organize, and supervise subordinate staff.

Ability to gather and give information and instructions regarding the operation and use of the library and interlibrary loan service.

Ability to use standard library methods and principles in bibliography, cataloging, classification, circulation, and reference services.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

Ability to plan, program, supervise, and participate in a variety of relevant library programs and activities.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Master's Degree from an accredited college or university in Library Science and one year of experience in a public library. Supervisory experience preferred.

**This job description does not create an employment contract,
implied or otherwise.**