



## **Title: Librarian II**

**FLSA STATUS:** Exempt from overtime under FLSA.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Library Manager or Librarian III.

Exercises direct supervision over full-time and part-time employees.

### **MINIMUM QUALIFICATIONS**

- **Education:** Master's degree in Library Science from an American Library Association accredited university.
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

### **JOB SUMMARY**

The purpose of this position is to supervise library staff, collections, and activities. Supervises staff; supervises the purchase of library collection materials; provides quality customer service at the reference desk, assists customers with use of library resources, researches materials for customers, and assists with use of computers, eReaders, and other technology; provides programs to the community; serves on committees; may supervise volunteers, and may act as librarian in charge in absence of Library Manager or Librarian III.



### **ESSENTIAL FUNCTIONS**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Reference. Performs research using library online catalog and databases; assists and instructs customers in location of materials; conducts reference interview; has knowledge of resources.
3	Collection Development. Manages materials budget based upon circulation statistics and evaluation of community needs; maintains quality of collection by following proper weeding requirements.
4	Library Programming. Oversees and provides a variety of library programming; develops and implements programs; considers community needs regarding which programs to offer; evaluates literacy activities.
5	Library Manager Support. Supervises volunteers as assigned; schedules coverage as assigned; acts as Librarian in Charge in absence of Library Manager or Librarian III; may file incident reports and notify emergency personnel.
6	Technology Support and Grant Writing. Provides support with computers and other electronic devices; writes grants on a regular cycle based upon needs of library; analyzes grant options and library qualifications.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<p align="center"><b>Physical strength for this position is indicated below with “X”</b></p> <p align="center">The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>				
Sedentary	Light	Medium	X	Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.

<p align="center"><b>Work Environment for this position is indicated below with “X”</b></p> <p align="center">The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>			
Office	X	Outdoors	Vehicle
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, printers, copiers / fax, and related software, telephone, TV monitor, eReaders, hammer, mallet, paper cutter, tape measure.

**PROTECTIVE EQUIPMENT REQUIRED:**

None required.