

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: ASSISTANT COUNTY LIBRARIAN
DEPARTMENT: LIBRARY
REPORTS TO: COUNTY LIBRARIAN
CIVIL SERVICE: YES

CLASS CODE: 8009
FLSA STATUS: E
DATE: 06/06
BARGAINING UNIT: MANAGEMENT

JOB SUMMARY:

Under general direction, assists the County Librarian in planning and directing the operations of County Library System; participates in recommending and developing new policies and procedures; and acts as the County Librarian during absences and when designated. Incumbent in this class oversees and directs the operations and activities of the main branch of the County library system.

DISTINGUISHING CHARACTERISTICS:

This single position class serves as the Assistant County Librarian (Assistant Library Director) reporting directly to the County Librarian (Library Director) and is responsible for assisting in countywide formulation and implementation of library policies and programs. This class is characterized by the responsibility for administering various library functions and programs through subordinate supervisors. This class is distinguished from the County Librarian by the latter's overall administrative responsibility for the operation of the County Library System.

SUPERVISION EXERCISED:

Exercises supervision over professional, paraprofessional, supervisory and other staff.

EXAMPLES OF DUTIES: *Duties may include but are not limited to the following.*

- Assist the Library Director in the planning, administration, and coordination of the functions and programs of the County Library. Review and evaluate existing programs, service levels and demographics. Recommend changes in library methods, systems and procedures and explain new operating policies and procedures.
- Oversee, direct and supervise the operations and activities of the main branch of the County library system.
- Carry out supervisory responsibility in accordance with policies, procedures and applicable laws including: training in job skills; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.
- Provide administrative direction and supervision to Branch Librarians and program supervisors regarding their functional areas.
- Assist in the development of the budget and has continuing responsibility for management of the departmental budget, based upon program commitments defined by the Library Director.
- Participate in library personnel administration in the areas of recruitment, development, evaluation, utilization, discipline and motivation of all employees.
- Coordinate and participate in promoting and marketing the Public Library system through community awareness, fundraising and other activities.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer(s) General Office Equipment Micro-Film Reader/Printer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Master's degree in Library Science (MLS); and, four years of progressively responsible professional library experience, at least two years of which must have been served in a supervisory capacity in a public library; or, when also possessing MLS, a combination of related education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Modern library administration, including book selection, reference, cataloguing systems, terminology, technology and management.
- Modern administrative techniques and procedures used in personnel and fiscal administration
- Principles and practices of public relations and customer service.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Community interests and needs.
- Electronically based information systems related to library operations and services.
- Record keeping, report preparation, filing methods and records management techniques.

Skill in:

- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Selecting and motivating staff and providing for their training and professional development.
- Communicating clearly and effectively, both orally and in writing.
- Using a computer terminal to accurately and rapidly enter and retrieve data and information.

Mental and Physical Abilities:

- Ability to provide effective service and communicate with patrons and staff.
- Ability to provide reference assistance to the public.
- Ability to analyze problems and find solutions.
- Ability to read information from a computer and enter data into computer.
- While performing the essential functions of this job the employee is regularly required to stand, sit, walk, use hands to finger, handle, or feel, reach with hands and arms, grasp, stoop, kneel, crouch, or crawl, lift and/or move up to 10 pounds, and speak and hear.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 40 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures, with some exposure to dirt and dust. The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.