

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

<b>CLASS TITLE:</b>	<b>BRANCH LIBRARIAN</b>	<b>CLASS CODE:</b>
<b>8010</b>		
<b>DEPARTMENT:</b>	<b>LIBRARY</b>	<b>FLSA STATUS: N</b>
<b>REPORTS TO:</b>	<b>ASSISTANT COUNTY LIBRARIAN or COUNTY LIBRARIAN</b>	<b>DATE: 06/06</b>
<b>CIVIL SERVICE:</b>	<b>YES</b>	<b>BARGAINING UNIT: SEIU</b>

**JOB SUMMARY:**

Under general direction, oversees, directs, and supervises the operations and activities of a branch of the County library; performs responsible professional library work.

**DISTINGUISHING CHARACTERISTICS:**

Branch Librarian is distinguished from the Librarian I and II by the responsibility to oversee a branch of the library, including supervisory controls over professional, paraprofessional and clerical staff, and the independent performance of duties. This class is distinguished from the Assistant Library Director by the latter's responsibility for assisting in County-wide formulation and implementation of library policies and programs, and administering various Library functions and programs through subordinate supervisors.

**SUPERVISION EXERCISED:**

Exercises supervision over professional, paraprofessional and other staff.

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

- Oversee, direct and supervise the operations and activities of a 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.
- Assist in the development of the budget; authorize and monitor budget expenditures for the branch library.
- Determine books to be withdrawn from the branch collection, including replacements and additions to the book collection based upon book condition and research in professional library publications. Ascertain value of and need for donated books and enter books into library collection or donate them to the Friends of the Library as appropriate. Supervise maintenance of the book collection at the branch.
- Respond to reference questions from library patrons; instruct patrons in the use of library materials, catalogs, and equipment; perform circulation activities as necessary.
- Receive and answer library correspondence for the branch.
- 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)                  Typewriter                  Copy Machine                  Micro-Film Reader/Printer

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Master's degree in Library Science (MLS); and, three years of progressively responsible professional level library experience at least one year of which must have been served in a lead or 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.

- Administration of staff and activities.
- Principles and practices of public relations and customer service.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Community interests and needs.
- Record keeping, report preparation, filing methods and records management techniques.

**Skill in:**

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

**Mental and Physical Abilities:**

- Ability to provide reference assistance to the public.
- Ability to provide effective service and communicate with patrons and staff.
- 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, 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.