

FULTON COUNTY, GEORGIA

CLASS SPECIFICATION

CLASS TITLE: Librarian II

CLASS CODE:	EEO CODE:	SALARY RANGE:	FLSA STATUS:	PHYSICAL PROFILE:	TEST CATEGORY:
202359	B	C43	Exempt	#2	C

JOB SUMMARY: Incumbent in this class performs process duties related to managing an entire subject collection. Responsibilities include selecting library books, providing complex reference assistance and bibliographic instruction to patrons, managing a library program initiative, and serving as an expert in a specialized subject area.

DISTINGUISHING CHARACTERISTICS: This is the second level within a five-level professional librarian classification series. Librarian II is distinguished from Librarian, Senior in that the former manages a subject collection and/or library program initiative, whereas the latter manages a neighborhood or community library branch in addition to supervising assigned staff.

ESSENTIAL DUTIES: (This list is a representative sample: position assignments may vary.)

- Provides lead direction to subordinate assigned staff as required, including establishing workloads, prioritizing work assignments, evaluating employee performance, interpreting and enforcing policies and procedures, resolving staff issues, and administering disciplinary action as required.
- Assists in developing and managing the implementation of short- and long-range plans for an assigned library section or collection.
- Assists in developing and monitoring assigned library program budget as required.
- Selects books and/or audio-visual materials, evaluates publications, places orders for new material, identifies titles for cancellation, and processes subscription orders and claims.
- Establishes and maintains viable relationships with community agencies and institutions and develops partnerships to enhance library system awareness and promote services.
- Catalogs archives and assists in the development of archival procedures as required.
- Evaluates and classifies manuscripts and research materials for archives as required.
- Develops, plans, implements, and markets library collections and exhibits as required.
- Provides specialized reference services and bibliographic instruction to patrons as required.
- Prepares descriptive inventories of historical records and documents as required.

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KNOWLEDGE: (position requirements at entry):

Knowledge of:

- Principles and practices of library science;
- Trends in public libraries, consortiums, and professional associations;
- Principles and practices of customer service;
- Principles and practices of supervision;
- Principles, practices, and procedures of cataloging and classification systems which includes Anglo American Cataloging Rules II, United States Machine and Readable Cataloging Records, and related cataloging and classification systems;
- Diverse cultural practices and customs;
- Principles and practices of staff development and training;
- Principles and practices of budget development and administration;
- Online library reference databases;
- Methods and techniques used in developing library collections;
- Principles and practices of library special collections;
- Integrated library systems;
- Principles and practices of personnel administration;
- Personal computers and Microsoft Office software;
- Principles and practices of budget development and administration;
- Methods and techniques used in conducting research and reference interviews;
- Principles and practices of library archiving;
- Library weeding guidelines;
- Subject topics related to assigned library section or collection.

SKILLS: (position requirements at entry):

Skills in:

- Interpreting and explaining library policies and procedures;
- Preparing and presenting oral and written communications/reports;
- Communicating with patrons of diverse ethnic backgrounds;
- Developing library programs;
- Providing lead direction;
- Cataloging library materials;
- Accessing automated reference databases;
- Evaluating library inventory;
- Cataloging library materials;
- Creating bibliographies;
- Conducting effective community outreach;
- Providing effective customer service;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and reference information retrieval software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

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EXPERIENCE AND TRAINING: (position requirements at entry):

Master's degree in library science from a college or university accredited by the American Library Association (ALA); and two (2) years professional librarian experience, including one (1) year lead or supervisory experience preferred.

LICENSING REQUIREMENTS: (position requirements at entry):

- Certification as a Professional Librarian issued by the State of Georgia.
- Valid State of Georgia Driver's License (*as required by position assignment*).

PHYSICAL REQUIREMENTS:

Positions in this class typically require standing, walking, fingering, grasping, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Physical Profile:

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

Classification History: Revised by Fulton County Personnel 7/2/04.