

FULTON COUNTY, GEORGIA

CLASS SPECIFICATION

CLASS TITLE: Librarian, Principal

CLASS CODE:	EEO CODE:	SALARY RANGE:	FLSA STATUS:	PHYSICAL PROFILE:	TEST CATEGORY:
202366	B	C52	Exempt	#2	C

JOB SUMMARY: Incumbent in this class performs process duties related to developing and managing an area branch, regional branch, or a specialized system-wide technical resource of the Library System. Responsibilities include delivering and managing local library services, mentoring and coaching assigned staff, analyzing current services, recommending new service initiatives, and preparing reports.

DISTINGUISHING CHARACTERISTICS: This is the fourth level within a five-level professional librarian series. Librarian, Principal is distinguished from Librarian, Manager in that the former manages an area branch, regional branch, or a specialized system-wide technical resource of the Library System; whereas the latter manages multiple library branches and/or departments.

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

- Manages assigned staff, including establishing workloads, prioritizing work assignments, evaluating employee performance, interpreting and enforcing policies and procedures, resolving staff issues, and administering disciplinary action as required.
- Manages and coordinates the activities at an area branch, regional library branch, or a specialized system-wide technical resource of the Library System.
- Develops, manages, and evaluates library services and/or collections in a library branch.
- Develops, designs, and evaluates work flow processes.
- Creates a specialized or computerized records management system.
- Manages special projects to improve efficiency.
- Manages and evaluates the delivery of public library services to diverse communities.
- Collaborates with others to develop solutions to program implementation problems.
- Designs and conducts specialized research projects.
- Provides specialized research assistance to library patrons.
- Develops specialized and customized promotional programs and services.
- Participates in the development of system-wide policies, procedures, and projects.
- Serves on library system committees to develop and improve services to the public.
- Develops and manages budgets for a branch and/or departments.
- Develops and manages the implementation of short- and long-range plans for an assigned area of the library system or a library branch.
- Develops policies and procedures for assigned branch and/or department.
- Prepares complex reports and/or statistics as required.
- Trains and supervises assigned volunteers.
- Serves as a liaison to community groups and specialized library vendors.

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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, 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;
- Principles and practices of staff development and training;
- Diverse cultural practices and customs;
- Principles and practices of budget development and administration;
- Online library reference databases;
- Preparing and presenting oral and written communications/reports;
- 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;
- Methods and techniques used in conducting interview research and reference interviews;
- Principles and practices of library archiving;
- Library weeding guidelines;
- Principles and practices of management, supervision, and team building.

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SKILLS: (position requirements at entry):

Skills in:

- Developing, interpreting, and explaining library policies and procedures;
- Communicating effectively orally and/or in writing;
- Developing and evaluating library programs;
- Preparing and presenting oral and written communications/reports;
- Accessing automated reference databases;
- Evaluating library inventory;
- Communicating with patrons of diverse ethnic backgrounds;
- Managing and supervising assigned staff;
- Cataloging library materials;
- Developing and implementing library community outreach programs;
- Creating bibliographies;
- Resolving problems;
- Conducting effective community outreach;
- Providing effective customer service;
- Applying project management techniques;
- Developing work plans;
- Developing goals, objectives, policies, and procedures;
- Developing and managing budgets;
- Using statistical methods to develop reports and analyze service;
- Evaluating library programs;
- Designing and managing library database systems;
- Conducting library research;
- Operating personal computers, including spreadsheet, database, word processing, presentation software, 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.

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 five (5) years progressively responsible professional librarian experience, including three (3) years supervisory experience.

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*).

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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.