

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Librarian, Senior

CLASS CODE:	EEO CODE:	SALARY RANGE:	FLSA STATUS:	PHYSICAL PROFILE:	TEST CATEGORY:
<b>202356</b>	<b>B</b>	<b>C51</b>	<b>Exempt</b>	<b>#2</b>	<b>C</b>

**JOB SUMMARY:** Incumbent in this class performs process duties related to managing a neighborhood or community library branch. Incumbent serves as a specialty expert in a particular library science as required. Responsibilities include developing goals, objectives, policies, and procedures; developing and managing assigned area budget; serving as a community liaison for a library branch or functional area, and supervising assigned staff.

**DISTINGUISHING CHARACTERISTICS:** This is the third level within a five-level professional librarian classification series. Librarian, Senior is distinguished from Librarian, Principal in that the former manages a neighborhood or community branch or serves as a system-wide expert in a library support function or subject matter, whereas the latter manages an area branch, regional branch, or a specialized system-wide technical resource of the Library System.

**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.
- Develops and manages the implementation of short- and long-range plans for an assigned area of the library system or a library branch.
- Develops and manages budgets for a library branch or a library support system.
- Supervises and trains assigned volunteers.
- Manages assigned library branch facility, including requesting maintenance and service repairs and making recommendations for capital improvements.
- Serves as a system-wide technical expert in a particular library support function or subject matter as required.
- Manages and evaluates the delivery of public library services to diverse communities.
- Provides expert advice and recommendations related to library subjects/services to the general public and other library staff.
- Establishes and maintains viable relationships with community agencies and institutions.
- Develops partnerships to enhance library system awareness and promote services.

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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, 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 customer service;
- Methods and techniques used in developing library collections;
- Principles and practices of staff development and training;
- Principles and practices of library special collections;
- Integrated library systems;
- Principles and practices of library archiving;
- Diverse cultural practices and customs;
- Principles and practices of staff development and training;
- Library weeding guidelines;
- Online library reference databases;
- Principles and practices of personnel administration;
- Principles and practices of management and supervision;
- Principles and practices of budget development and administration;
- Trends, methods, and techniques used in conducting library research and reference interviews;
- Personal computers and Microsoft Office software.

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#### **SKILLS:** (position requirements at entry):

Skills in:

- Interpreting and explaining library policies and procedures;
- Developing and evaluating library programs;
- Preparing and presenting oral and written communications/reports;
- Accessing automated reference databases;
- Evaluating library inventory;
- Conducting effective community outreach;
- Creating bibliographies;
- Resolving problems;
- Managing, supervising, and evaluating assigned staff;
- Communicating with patrons of diverse ethnic backgrounds;
- Developing and evaluating library collections;
- Communicating orally and in writing;
- Developing and implementing library community outreach programs;
- Developing goals, objectives, policies, and procedures;
- Developing and managing budgets;
- Using statistical methods to develop reports and analyze service;
- Resolving problems;
- 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.

#### **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 four (4) years progressively responsible professional librarian experience, including two (2) years lead or 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.