



BANNING LIBRARY DISTRICT
Banning, California

LIBRARIAN
(Exempt – Open Until Filled)

Salary Range
\$61,776 to \$67,276

DEFINITION:

This position is a full-time Exempt professional and supervisory position. Under general direction performs advanced professional library responsibilities and duties in adult services, children's services, young adult services, reference, circulation, and technology and support services. Plans, organizes, oversees, coordinates, and reviews the work of staff and volunteers performing difficult and complex professional and technical support related to all programs and activities of functional area(s) in the Library; identifies current and future projects and community needs; provides leadership to initiatives to improve upon library services; manages the effective use of the library resources to improve organizational productivity and customer services. May be assigned to supervise professional and paraprofessional staff. Provides responsible support to Library Director and managers in areas of expertise and performs related work as required.

ESSENTIAL FUNCTIONS INCLUDE BUT NOT LIMITED TO DEPENDING ON ASSIGNMENT:

Children/Youth Services:

Provides direct assistance to library patrons including children, tweens and parents in the effective use of library collections and services. Answers readers' advisory and reference questions. Participates in collection development and management to meet the needs of youth in the community. Prepares, conducts and promotes a wide variety of programs for children, tweens, parents, and teachers. Instructs youth in the use of electronic resources such as e-content, the Internet and the online catalog and resources. Conducts library tours. Visits schools and community organizations to encourage library and learning center use and establish ongoing partnerships.

Young Adult/Teen Services:

Creates, implements and manages young adult programs at all Teen Zone sites. Participates in the development and management of young adult collections, including selection and weeding of print, electronic and audiovisual materials. Assists in the coordination of digital media-based programs at Teen Zone sites. Assists in writing grant applications and managing grant activities. Under direction, supervises young adult volunteers and coordinates their activities at all Teen Zone sites. Plans and implements programs and outreach activities for high school students to increase student use of library resources.

Adult Services:

Provides responsive quality service by assisting library patrons in the effective use of collections, facilities and services. Answers reference questions and compiles bibliographies by accessing a wide range of in-depth information sources, including electronic print resources, indexes and reading guides; conducts library tours and computer workshops. Develops and

maintains specialized reference services and adult collections by recommending selection and weeding of materials. Plans and implements programs and outreach activities for adults to increase the use of library resources.

Technology & Support Services:

Assists in the implementation and management of the library's electronic systems, including the integrated library system, online databases, e-books, e-card, website/webpages, and the Intranet, and future technology resources and systems. Assists in the creation and management of content for external media communication and marketing channels; creates graphic designs for online and in-house promotion of library programs; act to communicate and facilitate troubleshooting library technology systems; assists patrons with technology problems; assists patrons at the information desk as needed; performs selection and weeding for elements of the adult materials collections as assigned.

Collects, analyzes and organizes data. Writes reports. May be responsible for scheduling. May functionally supervise and train support staff and volunteers and may oversee library functions in supervisor's absence. Performs other related work as required.

RECOMMENDED MINIMUM QUALIFICATIONS:

Graduation from a Master's degree program with an American Library Association accreditation with major coursework in library science, information science, or related field, and minimum of two years of increasingly responsible experience in professional library work which provide the following knowledge and abilities:

Knowledge of: local community demographics and its needs; world culture and current trends; professional principles, practice, methods, and material of an automated public library system, including materials selection, acquisition, development, and management; classification and cataloging; principles and techniques of reference work; and principles/methods of supervision, coaching, training, and public relations and engagement.

Ability to: perform increasingly complex professional library duties using independent judgement; communicate clearly, effectively, and concisely, both verbally and in writing; analyze data and write reports; provide functional supervision; direct and train staff and volunteers; originate, plan, organize, and conduct library programs and projects; establish effective working relationships with patrons, volunteers, staff and community; use technology/electronic resources including Internet and online catalog systems and databases.

NOTE: Must be willing and able to work evenings, holidays and weekends on a rotational or as needed basis; additionally, must possess and retain a valid California Class C Driver License as a condition of continued employment.

SPECIAL REQUIREMENTS

Must be able to lift objects weighing up to 25 pounds and may be required to stand, bend forward, and reach overhead for sustained periods. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employee must

possess the ability to push and pull materials and objects up to 75 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate levels, controlled temperature conditions that are cool for the preservation of library materials and resources. Position may interact with upset staff, officials, and patrons (from babies to adults) requiring advanced customer service skills and the ability to guide and diplomatically enforce library policies and procedures.

OTHER REQUIREMENTS: N/A

DISTINGUISHING FEATURES OF THE CLASS:

Position is distinguished in the scope and complexity of duties performed, which require independent judgement and action, active engagement with staff, public, and elected and appointed officials. Settings goals, timelines, and meeting outcomes. May interact to implement and enforce policies and procedures.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS:

Successful performers enjoy working with multilingual adults and youth from a wide variety of cultural and socioeconomic backgrounds. They are proactive problem-solvers focused on expectations and outcomes.

They possess a strong “customer first” commitment and are quick to identify and respond to patron needs. They are enthusiastic about providing quality library services and maintain an approachable, tactful and patient demeanor in a highly demanding environment. They are well-organized, detailed oriented, and effectively prioritize patron needs within operational workflow. They demonstrate excellent motivational skills and encourage working in a team environment for problem-solving and continuous process improvements.

SUPPLEMENTAL INFORMATION:

BACKGROUND CHECK:

If the Banning Library District makes a contingent offer of employment, the District will make an individualized assessment of whether your conviction history has a direct or adverse relationship with the specific duties of the job, and consider potential mitigating factors, including, but not limited to, evidence and extent of rehabilitation, recency of the offense(s), and age at the time of the offense(s). **If asked to provide information about a conviction history, any convictions or court records which are exempted by a valid court order do not have to be disclosed.**