PRINCIPAL LIBRARIAN

DEFINITION
Under general supervision, develops and oversees the operations of a division within the Library and supervises assigned staff.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Selects and orders print and non-print materials for the Division;
- Oversees the discarding of worn and outdated materials;
- Coordinates, supervises and/or conducts in-house programs;
- Assists patrons in selecting and locating books and materials;
- Researches information and materials for consideration of purchase for the Library;
- Communicates progress, problems and completion of work to upper management;
- Establishes, explains, implements and oversees Library policies and procedures to the staff;
- Plans, prepares, reviews statistical reports and documents to develop divisional budget;
- Responds to requests for assistance or guidance from staff, other departments or citizens;
- Researches, identifies and applies for grants;
- Designs and prepares flyers, brochures, signs and bibliographies for promoting and communicating information to the public;
- Catalogs and codes new materials and attends workshops, conferences and seminars;
- Recommends hires, new staff for employment, assigns, monitors and evaluates of work activities for assigned staff.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of City and Department policies and procedures, community resources and customer service techniques and concepts, supervision principles, and procedures for coding and cataloging Library material;
- Skilled in working within deadlines to complete projects and assignments, developing and implementing library programs and services, and in establishing and maintaining positive and productive working relationships;
- Ability to effectively communicate verbally and in writing in English with all levels of staff, and be able to perform essential duties with little to no immediate supervision;
- Proficient in the use of a personal computer to include MS Office and other industry related software

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 50 pounds. May be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Master Degree from an accredited college or university in Library & Information Science AND three years progressively responsible experience as a Librarian or higher to include two years in a leadership capacity.