



Code: 0574
Family: Library
Service: Administrative
Group: Clerical, Accounting and General Office
Series: Library

CLASS TITLE: LIBRARIAN III

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises and performs professional librarian duties as head of a small to medium size branch library or as first assistant of a large branch, or maintains a specific subject collection at a central or regional library, and performs related duties as required

ESSENTIAL DUTIES

- Trains, supervises and evaluates the performance of library staff
- Coordinates and participates in staff training and development
- Evaluates programs, services, and collections and implements improvements to meet patron needs
- Administers budgets for collections, programs, and services
- Oversees library collections, classifies and catalogs collections, processes new and purges existing library materials, and prepares reading lists, bibliographies, and annotations for library collections
- Performs collection maintenance activities including shelving and purging library materials
- Resolves complex reference and research problems
- Promotes library programs and services, develops informational materials, and works with schools, community groups, and civic organizations
- Writes grants to seek outside support for library programs, as required
- Ensures the orderly physical condition of facilities including security and custodial issues
- Interprets library policies, procedures, and regulations to staff and the general public
- Supervises the preparation of statistical records and reports
- Conducts research on bibliographic data using library databases and the Internet

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited American Library Association college or university with a Master's degree in Library Science or an approved foreign credential evaluation plus two years of professional library experience.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- Public library environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

PHYSICAL REQUIREMENTS

- Some lifting (up to 25 pounds) is required
- Ability to stand for extended or continuous periods of time
- Ability to bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to climb staircases, ladders, and/or step stools
- Ability to push gurneys and book carts

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *on-line library systems
- *reference services and resource policies, procedures, and practices
- *library cataloging and classification procedures
- use of library equipment and materials
- *library organization, procedures, policies, and objectives
- *library circulation practices and procedures
- specialized library programs and services
- applicable computer software packages and applications
- *collection development techniques and methods

Moderate knowledge of:

- trends in library resources
- *book market, trade bibliographies, and other library tools and selections

Some knowledge of:

- *supervisory methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Librarian II class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

- MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- INSTRUCTING - Teach others how to do something
- *SERVICE ORIENTATION - Actively look for ways to help people
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Librarian II class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- COME UP WITH IDEAS - Come up with a number of ideas about a topic

Other abilities as required for successful performance in the Librarian II class

Other Work Requirements

- PERSISTENCE – Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Librarian II class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
April, 2013