

# CITY OF REDWOOD CITY SPECIALIST LIBRARIAN

## **DEFINITION**

To develop an in-depth library program or activity in a specialized subject area; to perform a variety of professional librarian duties including developing an in-depth collection, activity or service which will serve as the resource center for a cooperative public library program; and to serve as the resource librarian for a cooperative library program in a designated specialized subject area or for a designated specialized activity or service.

## **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the professional library series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees possess in-depth knowledge in a specialized area and have responsibility for developing a designated specialized collection, activity, or service and acting as a resource Librarian for a cooperative library program. This includes providing professional guidance to other libraries and training staff internally in area of expertise. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from higher level librarian positions.

Exercises functional supervision over professional and technical staff.

## **EXAMPLES OF DUTIES** – Duties may include, but are not limited to, the following:

### In addition to journey-level librarian duties:

Answer specialized reference questions and assist patrons doing research utilizing collections and reference sources in assigned specialty area.

Research retrospective or current documents or materials not in Library's collection for patrons and make referrals to other collections.

Serve as referral source and advisor in designated specialty for a cooperative library program.

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Assist and supervise professional and technical staff in processing and ordering materials for the designated special collection.

Serve at reference desk and research and respond to difficult or technical questions.

Perform manual and computerized bibliographic searches.

Review, evaluate, and purchase materials for the specialized collection; evaluate and remove materials from collection; provide technical expertise for proper handling of specialized materials.

Keep abreast with professional developments and current events in specialty area.

Read specialized journals, peruse books, bibliographies, and other media to develop and maintain expertise in assigned subject area.

Develop communication with other agencies, libraries, and key people in the community.

Participate in staff development activities; develop and implement staff training in specialized area.

Locate, obtain, or recommend reference materials for research or project oriented requests in specialized area.

Recommend specialized materials for inclusion into reference or circulating library collection.

Perform related duties as assigned.

When assigned to science and technology and government documents specialty:

Read, follow, and keep up-to-date with federal and state depository regulations.

Prepare annual U.S. Government Printing Office survey.

Review annual item subscription list to determine continuation or deletion of documents.

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**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of professional library work including methods, practices, and techniques of classification, cataloging references, or other adult services or children's services.

Policies, procedures, and functions of the library.

Public library materials selection standards and procedures.

Library methods, techniques, and sources.

Interpersonal communication skills techniques.

Materials and services available in public libraries.

Principles and practices of supervision and training.

Books, reference materials, journals and documents and their appropriateness in serving need for recreational reading and research.

Regulations governing locating, ordering, housing, and disposal of U.S. Government and state documents if assigned to government documents.

Computerized cataloging and bibliographic data bases and rules for entry of material.

Specialized subject area, activity, or service to the extent of serving as "specialist" for a cooperative library program.

Other libraries and agencies and their resources and how they can be utilized in augmenting library services.

Professional selection materials and techniques used in the selection of books and journals for collection building.

**Ability to:**

Perform technical and professional library tasks.

Assist library patrons in response to reference and related library questions.

Supervise and train assigned staff.

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Operate computerized cataloging, bibliographical, and circulation system data bases.

Perform on-line searching, operate terminal, microform reader-printer, and copying machine.

Perform independently and make decisions that can most effectively aid patrons.

Evaluate material for collection development and discarding.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

**Physical Characteristics:**

Must be in sufficiently good health to perform job duties.

**Experience and Training Guidelines:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Three years of professional library experience.

**Training:**

Possession of a Master of Library Science degree from an American Library Association accredited college or university, supplemented by training in a subject specialty.

**Special Requirements:**

Bilingual ability may be required of some positions.

**Effective Date:** April, 1988

**Bargaining Group:** Service Employees' International Union - Local 715