

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: PRINCIPAL LIBRARIAN

DEPARTMENT: LIBRARY

BASIC FUNCTION:

Under general direction, to administer, coordinate and supervise the programs and activities of a major Library Division; to perform professional library work of considerable difficulty; and to perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Principal Librarian may be assigned to manage one or more of the major library divisions, such as in Public Services, Technical/Support Services, or a large branch library facility.

KEY RESPONSIBILITIES:

Plan, organize, and supervise the technical library operation and services as assigned.

Develop policies, rules and procedures for the effective operation of the division, including establishing goals and objectives and priorities.

Develop and administer division budget and contracts; evaluate and recommend staffing needs, equipment, materials and supplies.

Assign work to subordinate personnel, providing instructions and answering questions; coordinate the scheduling and completion of work by determining operational priorities and resolving work load problems; review work for accuracy and completeness; evaluate work techniques and methods for conformance to established standards.

As applicable, oversee the management of the library facility, including the supervision of staff who provide a full range of services to the public.

Participate in and advise staff on the acquisition and processing of library collection materials.

Respond to citizen requests for information and represent the library in the community and at professional meetings as required.

Provide a variety of staff assistance to the Library Director, Library Board of Trustees, Friends of the Library, and others, such as, the preparation of written reports and oral presentations, complex analysis regarding library service and personnel policies, and similar work.

Coordinate library related activities with other city departments and divisions and with outside agencies as assigned.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Principles and practices of organization, administration, budgeting and personnel management.
- Principles and practices of library operations, procedures and resources.
- Principles and practices of planning and directing professional library work.
- Knowledge of library automation and new technologies as applied to public libraries.
- Strategic management techniques and methodology.
- Research methods and techniques and methods of report presentation.

Ability to:

- Organize and supervise the development and operation of library services.
- Deal with the public related to the administration and implementation of Library programs.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Select, supervise, train and evaluate assigned staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Work well under pressure to meet deadlines.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Equivalent to a master's degree from an accredited college or university in Library Science or closely related course of study and three years of increasingly responsible professional library experience including supervisory experience.

A Master of Library Science degree from an American Library Association accredited library school is highly desirable.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employees may be required to travel to work sites or other sites for meetings.

This is an at-will management classification.

DATE APPROVED: June 8, 1999