

**CITY OF SALEM  
SENIOR LIBRARIAN**

**00311  
20311  
40311**

**NATURE OF WORK**

This is journey level professional library work with some direction of professional and support staff.

Work involves responsibility for the application of a thorough knowledge of the principles and practices of library and information science to assist in the operation of a library division or to perform the activities of a specialized sub-unit of the library. General instructions and work assignments are received from an administrative supervisor but the employee of this class is expected to work with substantial independence and exercise professional judgment. Supervision is not normally a responsibility of this classification. However work responsibilities may include work direction to others.

Work of this class is differentiated from that of a Librarian by the complexity of assignment, and the authority to manage a division or library facilities in the absence of a Division Manager. Senior Librarians possess a significant amount of responsibility for the library's facilities, building its collections, and developing its youth and adult programs.

Work of this class is differentiated from a Division Librarian, by the greater authority in management of a division of the library, budget authority of a division, and the full supervisory responsibilities who is responsible for the management and supervision of a library division and its budget.

**ILLUSTRATIVE EXAMPLES OF WORK**

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Trains and directs library staff in library routines.

May be responsible for Library policy interpretation, the opening or closing of the library facility, its security or for resolving patron emergencies.

Catalogs books and other materials using recognized standards for descriptive and subject cataloging. May produce original cataloging and/or authority work in the absence of available copy.

Promotes reader interest and full use of library resources by assisting patrons to locate and select reading materials and providing library instruction in the use of the online public access catalog and the Library's electronic resources.

Conducts on-line searches in electronic data bases.

Conducts presentations to the public or other libraries on library services.

May prepare a variety of written materials about special events and library services.

## **SENIOR LIBRARIAN (Cont.)**

May assist in managers in administering policies and procedures for a comprehensive library division such as Adult Services, Youth Services, Extension Services or Technical Services; maintains order and discipline in the observance of Library rules and regulations.

Plans and conducts special programs. Coordinates cultural and entertainment programs for youth or adults.

Recruits volunteers, trains volunteers and library staff, and coordinates their work consistent with Library policies and procedures.

Resolves patron concerns within authority granted by division librarian.

Identifies patron needs and evaluates collection and use patterns. Develops services to meet these needs.

Analyze library use statistics in order to inform Division Managers and Library Director about issues pertaining to resource allocation.

Prepares a variety of statistical reports related to division services.

May oversee division in absence of the Division Librarian.

Provides input to the Division Librarian for performance appraisals of those led, and in the formulation of division budget and monitoring of expenditures.

Solicits support for specialty program services from community sponsors.

May work with public advisory groups in determining program administration policies.

Prepares exhibits and interactive displays.

Assist with the writing and editing of the Salem Public Library newsletter.

Schedules a large number of personnel and volunteers for work in the Circulation area. Coordinates work activities including patron registration, fines, lost books, maintaining circulation.

Performs other related work as required.

## **WORK QUALIFICATIONS**

Graduation from a four year college or university supplemented by a Masters degree in library and information science. Considerable experience in progressively responsible professional library work, preferably including experience in the area of assignment. An equivalent combination of experience and training is also required which provides the following knowledges, skills, and abilities:

Considerable knowledge of the principles and practices of library science.

## **SENIOR LIBRARIAN (Cont.)**

Considerable knowledge of modern library procedures, techniques, and technology-  
Considerable ability to use current library systems and technology.

Knowledge of local and national standards related to descriptive cataloging, subject cataloging, and subject classification.

Thorough knowledge of sources and procedures used in reference, bibliographic research, and book review.

Knowledge of a variety of software programs supporting library science and office support functions.

Ability to apply library science principles and techniques to specific operating problems.

Ability to plan and organize work independently and to train and direct other personnel.

Thorough ability to communicate effectively, both orally and in writing.

Thorough ability to establish and maintain effective working relationships with employees and the public.

Ability to lead library employees and volunteers to accomplish work plan objectives.

Ability to coordinate division programs consistent with Library policies and procedures.

Considerable ability to operate and troubleshoot computers, printers, scanners, and other peripherals may be required if assignment is in the audio-visual division.

Some positions may require possession of a valid Oregon driver's license or Class C license and the ability to meet the City's driving standards.

Ability to work various assigned hours including evening and weekend work.

---

Human Resources Director  
Approved March 2006