

FRASER VALLEY REGIONAL LIBRARY

JOB DESCRIPTION

JOB TITLE: Librarian 2

October 22, 2008

JOB CLASSIFICATION: Pay Grade 14

FUNCTION:

Under the general direction of the Library Manager or their delegate, the Librarian 2 is responsible for the planning, organization and delivery of adult, youth and children's services and programs. The work includes supervisory and administrative duties.

WORK PERFORMED:

1. Develops and implements goals, objectives and procedures for adult, youth and children's services and programs.
2. Develops and supervises programs and services with the assistance of information services staff to meet community needs.
3. Provides reference, information, and readers' advisory services using a variety of electronic and print information sources. Responsible for training the public in the use of electronic and print resources.
4. Provides leadership and guidance to staff through supervision, staff selection, orientation, training, staff development, performance appraisal and staff meetings. Communicates and interprets FVRL policies, procedures and information to staff and the public.
5. Provides quality service through leadership, guidance and communication to and with information services staff to meet community needs. Solicits and conveys information from staff to Library Manager, senior management and other system committees.
6. Assists in selection, including children's and adult reference materials, collection maintenance, and weeding and discarding of library materials consistent with FVRL collection development guidelines.
7. Promotes the library through community liaison, tours, group presentations, and programs. Develops promotional and resource material.
8. Performs departmental administrative duties including scheduling, writing reports, and statistical reporting.
9. Allocates, monitors and reconciles specific budgets.
10. Oversees staff and library operations in the absence of the Library Manager.

11. Plans, implements, measures and evaluates children's and information services in the designated municipality and through participation in committees that recommend policies to Director of Client Services to ensure the efficient, effective and economical delivery of services and programs.
12. Performs circulation duties, responds to public and staff queries and resolves problems.
13. Participates in the planning and administration of special projects. Monitors technology needs and makes recommendations for change and upgrades. Makes recommendations in the planning of new or renovated library facilities.
14. Performs basic equipment maintenance and resolves routine hardware and software problems.
15. Performs other related duties as assigned.

RELATIONSHIPS:

- | | | | |
|----|------------------|---|---|
| 1. | Supervisor | Direct: | Library Manager |
| | | Advisory: | Deputy Library Manager
Director of Client Services
Director of IT and Support Services
Manager of Information Technology
Manager of Support Services
Librarian 2 - Diversity Services & Programming
Coordinator
Librarian 2 – Youth Services Coordinator |
| 2. | Staff Supervised | Direct: | Librarian 1 – Information Services
Librarian 1 - Multilingual Services
Library Technician |
| | | Advisory: | Operations Supervisor
Assistant Operations Supervisor
Library Services Assistant
Circulation Assistant
Page |
| 3. | Other | Frequent contact with FVRL staff, the public and community organizations. | |

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Demonstrated knowledge of and proficiency in children's literature, readers' advisory, reference search strategy/interview techniques and programming.
2. Demonstrated knowledge of public library resources and services.
3. Understanding of automated library systems and an ability to demonstrate a proficiency in the use of electronic resources.

4. Demonstrated leadership ability and skills.
5. Ability to develop and maintain effective working relationships with library staff, the public, community/municipal agencies, and external service providers in the provision of quality library services.
6. Strong interpersonal, oral and written communication skills.
7. Ability to communicate effectively with staff and public.
8. Ability to establish and maintain effective working relationships with staff and public.
9. Ability to carry out job functions with flexibility, creativity and initiative.
10. Strong organizational skills.

EDUCATIONAL REQUIREMENTS, TRAINING AND EXPERIENCE:

1. Master's Degree in Library Science from an ALA accredited library school or, equivalent library degree.
2. Justice Institute of BC – Foundations of Effective Management Certificate supervisory program (14 credit days), or equivalency.
3. Combination of three years work related and on the job experience.
4. Valid B.C. Driver's Licence.
5. Criminal records check is required for positions delivering programs to children and young adults.