

CITY OF REDWOOD CITY
LIBRARIAN I
LIBRARIAN II
LEAD LIBRARIAN

DEFINITION

To perform a variety of professional librarian duties including information services, collection services, technology services, outreach services, and youth and adult services.

DISTINGUISHING CHARACTERISTICS

Librarian I: This is the entry level class in the professional library series. Work may involve responsibility for assignments in any library program area which requires the application of fundamental library science principles and practices. Assignments are generally limited in scope and within the design and procedural framework established by Library management personnel. However, as experience is acquired, the employee performs with increasing independence.

Librarian II: This is the journey level class within the professional library series. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level class of Librarian I, or, when filled from the outside, require prior professional library work experience. Appointing authority will approve promotion to journey level class based upon the employee's ability to perform substantially the full range of duties for the class and meet the qualification standards for the Librarian II class. Employees at this level receive only occasional instruction, and are expected to perform the entire range of moderately difficult professional duties requiring a complete knowledge of departmental policies and procedures. Work in this class is distinguished from that of a Librarian I by the greater complexity of the assignments received and by the greater independence with which an incumbent is expected to perform.

Lead Librarian: This is the advanced journey level class in the professional library services. This class is distinguished from Librarian I/II by performing in-charge duties as part of regular duties. Positions in this class are flexibly staffed and may be filled by advancement from either Librarian I or II, or when filled externally, outside the organization, prior in-charge responsibility is preferred. Appointing authority will approve promotion to the advanced journey level class based upon the employee's ability to perform substantially the full range of duties for the class and meet the qualifications standards for the Lead Librarian class. Work in this class is distinguished from that of a Librarian I/II by performing in-charge duties as part of regular duties.

SUPERVISION RECEIVED AND EXERCISED

Librarian I

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LIBRARIAN I-II / LEAD LIBRARIAN (Continued)

Receives general supervision from Library management personnel.

Exercises direct and functional supervision over paraprofessional, clerical library staff, as well as library volunteers.

Librarian II

Receives general supervision from Library management personnel.

Exercises direct and functional supervision over paraprofessional, clerical library staff, and/or library volunteers.

Lead Librarian

Receives direction from Library management personnel.

Exercises direct and functional supervision over paraprofessional, clerical library staff, as well as library volunteers.

May provide direction to Librarian I/II personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Librarian I / Librarian II / Lead Librarian

Advise and assist library customers; demonstrate the use of library catalogs and other library resources; refer customers to other appropriate agencies as needed.

Provide a customer service experience that strives for the highest level of satisfaction, by applying and using the Redwood City Public Library Active Customer Service Model.

Assist in the development, implementation, and evaluation of programs and services in such areas as youth, adult, and others; recommend program and procedure changes.

Participate in library publicity and public relations activities; prepare exhibits for publicity.

Guide customers to books or other Library materials to further their reading interest.

Organize and maintain a variety of library materials.

Classify and catalog library materials.

Maintain and update library databases.

Review appropriate sources and select materials for acquisition and/or deselection, as appropriate.

Research and respond to difficult or technical information service questions.

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Participate in department meetings and continuing education programs as appropriate.

Attend and represent the Library at professional meetings as required.

Perform outreach to the community, community organizations, and schools; inform residents and community organizations about library services, programs and collections.

Respond to customer complaints and requests.

Assist in selecting, supervising, training and evaluating assigned staff.

Plan, prioritize, assign, supervise and review the work of staff involved in department

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.

Compile library activity reports and statistics.

In the absence of a Lead Librarian, supervisor or manager, may be asked to perform in-charge duties related to Library operations and security for specified hours.

In the case of an emergency and in the absence of a Lead Librarian, supervisor or manager, may be assigned to perform in-charge duties related to Library operations and security for specified hours.

Lead Librarian

Perform in-charge duties related to Library operations and security, including but not limited to: overseeing open/close procedures, assuring operational standard library functions, adjusting schedules/assignments, handling customer service issues, or emergencies; reporting issues or incidents and contacting management as needed.

OTHER JOB RELATED DUTIES

Perform related duties as assigned.

QUALIFICATIONS

Librarian I

Knowledge of:

Principles and procedures of professional library work including methods, practices, and techniques of library classification, cataloging, and information services.

Policies, procedures and functions of a library system.

Public library materials selection standards and procedures.

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Library methods, techniques, and sources.

Cataloging and bibliographic databases and rules for entry of library material.

Interpersonal communication techniques for providing a high level of customer service to the public.

Materials and services available in public libraries.

Programming and outreach.

Ability to:

Perform professional library tasks in areas of information services, collections services, technology services, outreach services, and youth and adult services.

Operate library system databases.

Provide a high level of customer service in a professional manner.

Assist library customers in response to information services and related library questions.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Communicate clearly and concisely, both orally and in writing.

Reliably relocate between locations as needed during scheduled shift.

Experience and Training Guidelines:

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

Experience:

No experience is required.

Education:

Possession of a Master of Library Science degree from an American Library Association accredited college or university.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Bilingual ability may be required.

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License or Certificate:

Possession and maintenance of a valid California Class C Driver's License and a satisfactory driving record is desired.

Physical Requirements:

Essential duties require the following physical abilities and work environment:

- Ability to sit, stand for extended time periods, walk, kneel, crouch, squat, stoop, reach and lift 20 pounds and push/pull 50 pounds.
- Ability to perform all essential job duties with or without accommodation.

Librarian II

In addition to the qualifications for Librarian I:

Knowledge of:

Community agencies' functions and resources.

A wide range of information resources.

Policies, procedures, and functions of the library system.

Principles and practices of supervision and training.

Ability to:

Work independently.

Supervise and train assigned staff.

Experience and Training Guidelines:

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

Experience:

Two years of experience performing professional library work.

Education:

Possession of a Master of Library Science degree from an American Library Association accredited college or university.

Lead Librarian

In addition to the qualifications for Librarian I or Librarian II:

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Experience and Training Guidelines:

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

Experience:

Two years of experience performing professional library work.

Experience in a public setting handling in-charge duties **is desirable**.

Effective Date: April, 1988

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Bargaining Group: Service Employees' International Union - Local 521

Status: Classified/FLSA Non-exempt