

Summary of Duties: A Division Librarian plans, organizes, and directs the work of professional library personnel who are providing library services to the public and maintaining the public library system; and does related work.

A Division Librarian heads one of the major

library divisions: Central Library, Branch Library System, and Library Technical Services. An employee in this class uses sound supervisory principles and techniques to build and maintain an effective work force and satisfy affirmative action responsibilities.

Distinguishing Features: A Division Librarian manages a large library division. Divisional activities include acquiring, processing, and circulating books and other library materials, and giving reference and readers' advisory services to the public.

An employee in this class participates in the administration of the Library Department as part of the executive team by:

- * Planning, developing, recommending, testing, and administering policies, procedures, and standards for professional library service.
- * Insuring uniformity in the interpretation of policies and application of rules.

Incumbents in the class of Division Librarian, as bona fide supervisors, perform the full range of supervisory activities. These include applying discipline, processing and resolving grievances, and rating employee performance.

The Assistant City Librarian normally supervises a Division Librarian in the form of directives, policy statements, and administrative conferences. A Division Librarian's work is evaluated on the basis of results obtained.

Examples of Duties: A Division Librarian:

- * Plans, organizes, directs, coordinates, and reviews the activities of a major library division.
- * Manages the maintenance of book collections, including selecting, ordering, cataloging, repairing, and weeding books.
- * Manages the maintenance of library records and the preparation of periodic and special reports about division activities.
- * Supervises the preparation of division budget requests.
- * Confers with subordinate supervisory and professional personnel.
- * Conducts periodic staff meetings to resolve problems and clarify policy interpretations and procedures.
- * Selects, orients, assigns, trains, counsels, and disciplines employees using job-related criteria.
- * Gives equal employment/affirmative action information to employees.
- * Helps employees prepare for promotion as described in the City's Affirmative Action Program.
- * Determines staff development needs and establishes Divisional training standards.
- * Determines priorities for the Divisional budget.
- * Plans, organizes, directs, coordinates, and reviews construction operations, including development of new facilities.
- * Makes recommendations on furniture and equipment needs and improvements in the physical layout of sections of the library.
- * Helps determine public service policies.
- * Secures participation of and cooperation with Friends groups and other charitable organizations.
- * Maintains good public relations with civic groups and informs them of special services offered by the library.
- * Represents the Library Department at community meetings and before various political bodies and other City agencies.

Examples of Duties: (cont.)

- * Participates in professional organizations as a representative of the Library Department.
- * Occasionally handles difficult complaints of library patrons which have not been resolved elsewhere.
- * May be responsible for development of the Library system's automation programs.
- * May have charge of forms control and records management for the Library Department.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- * The activities, aims, and services of the Library Department.
- * Administrative and professional problems encountered in furnishing library service to the public.
- * Principles and procedures of library organization and administration. These include:
 - * Policy formulation.
 - * Budget preparation.
 - * Coordination of activities and services.
- * Library reference methods.
- * Library automated applications.
- * Construction and layout planning techniques for library buildings.
- * Project management principles.
- * Supervisory principles and practices including: planning, delegating, and controlling the work of subordinates.
- * Techniques for counseling, disciplining, training, instructing, and motivating subordinate personnel.
- * Techniques for evaluating employee work performance.
- * Procedures for handling grievances.
- * Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action

A good knowledge of: (cont.)

Program.

- * Effective safety principles and practices.

A working knowledge of:

- * The policies, principles, and practices of the Library Department for selecting, ordering, cataloging, circulating, repairing, and weeding books.
- * Memoranda of understanding as they apply to subordinate personnel.

A general knowledge of:

- * Los Angeles City Charter provisions affecting the Library Department.
- * City personnel rules, policies and procedures.

The ability to:

- * Plan, organize, and direct the activities of a major library division.
- * Speak effectively before groups.
- * Deal tactfully and effectively with other library managers, City department heads, City Council and Library Commission members, subordinate supervisors and employees, public information media, and the public.
- * Establish and maintain a work environment to enhance both employee morale and productivity.
- * Plan and develop approaches for staff development and training.
- * Use appropriate techniques for conflict resolution.
- * Prepare and edit correspondence and reports in an accurate and complete manner.

Minimum Requirements: Two years of professional librarian experience at the level of a Principal Librarian.

Appointment to this class is subject to a one-year probationary period under the provisions of Section 109 of the Los Angeles City Charter.

License: A valid California driver's license is required.

Physical Requirements: A person in this class must have strength to lift five pounds and occasionally over fifteen pounds. He/she must have good speaking and hearing abilities and good eyesight.

Those with medical limitations may be able to perform the duties of some of the positions in this class with reasonable accommodation. The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonably do to accommodate them, and the specific qualifications for the job.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.