

LIBRARIAN II

CLASSIFICATION: Classified

IMMEDIATE SUPERVISOR'S TITLE: Site Administrator

EVALUATOR'S TITLE: Site Administrator

JOB SUMMARY: Under general direction of the assistant superintendent and site principal(s). Responsible for the overall management and operation of all district libraries.

ESSENTIAL DUTIES:

- Execute exceptional customer service to all students, faculty, and administration.
- Oversee duties required to procure, catalogue, disseminate, organize and preserve materials of the library's collection of books, magazines, newspapers, microforms, videos, slides, computer software, and on-line resources
- Supervise Librarian I, Library/Media Clerk and student library aides
- In conjunction with faculty, develop and present instruction for all levels and disciplines of classes regarding research and information seeking and evaluation.
- Supervise and offer assistance to students and staff using the library facilities
- Select and catalog new books and other resources
- Supervise the Library and Library budget, including gifts, categorical funds, grants, and entitlements
- Instruct and assist students and staff in the use of computers and other technology
- Responsible for implementation of the District Library Plan
- Maintain records, inventories, catalogues and lists of library materials
- Maintain order and discipline in the library

OTHER DUTIES:

- Confer with administration and teaching staff regarding acquisition of new materials for the school library in support of curriculum
- Develop bibliographies and other guides to resources in support of curriculum
- Establish a working relationship with the public library staff
- Perform duties of a Library I and Library/Media Clerk as needed
- Comply with the American Library Association Code of Ethics
- Perform other related duties as assigned

EMPLOYMENT STANDARDS:

• **Training and Experience** - Two years experience in a school library, or comparable library. Experience with, or received training in: operation of computers for information gathering and research using a number of software programs; operation and minor maintenance of computer and media equipment. Familiarity with a variety of Public Access Catalog and other information-related software. Knowledge of operations of a standard library. Ability to: assist students and instructional staff in the effective use of library resources; communicate clearly and concisely both orally and in writing; acquire and organize resources to support curriculum; supervise personnel and student assistants.

• **Physical Effort/Working Environment** - Indoor work environment; some lifting of books and small packages and retrieving books from high shelves; frequent computer use.

- **Licenses** - A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.
- **Education** - Master's Degree in Library Science from an ALA accredited school.

West Sonoma County Union High School District
Classified Salary Schedule - Range 31
Work Year: 10 months
Approved: June 17, 1999
Revised: June 22, 2011