

SENIOR LIBRARIAN

NATURE OF WORK:

Under the general supervision of the Library Director, the Senior Librarian is responsible for the management of a department or service area with at least one professional librarian and/or supervisory staff. Work is performed according to established Flathead County Library System core values, policies and procedures.

PRINCIPLE JOB PRIORITIES/REPRESENTATIVE EXAMPLES OF WORK

(not all inclusive and may be modified at anytime)

1. Manages and leads at least one library department.
2. Directly supervises at least one professional librarian or other supervisory staff in addition to non-supervisory staff.
3. Assists in developing and implementing the FCLS strategic plan. Member of the Library Management Team and Strategic Planning Team.
4. Coordinates branch activities including developing and implementing goals and projects, analyzing staff and community needs, organizing the purchase of equipment, and scheduling.
5. Selects and manages a specific collection system-wide.
6. Maintains current knowledge of trends and developments in the field of information literacy, specifically as related to public library services.
7. Provides informational, reference, and reader's advisory services to the public.
8. Develops community relationships by attending association meetings and community events.
9. Maintains and promotes excellent customer service; adheres to the strategic plan to ensure that the library addresses community needs.
10. Encourages staff development through positive leadership, coaching, and providing timely and specific feedback.
11. Models FCLS core values.

SELECTION FACTORS

(These factors will be the basis for selecting the most qualified applicants to be interviewed. Applicants selected for employment must satisfactorily demonstrate possession of these factors during and after a prescribed probationary period for continued employment.)

Knowledge of:

- functions, policies, and procedures of a county library system, including branch operations
- standard library theories, principles, methods, and objectives of a public library system
- established library methods, techniques, services, and materials

- strategic planning
- human resources and staff development

Skill in:

- presenting information to and responding to questions from groups of managers, clients, customers, colleagues, and the general public
- planning, organizing and presenting programs
- developing and implementing long-range goals
- interpersonal relationships
- working both collaboratively and independently
- recognizing and adopting innovative solutions
- working in a diverse environment
- project management

Ability to:

- establish and maintain effective working relationships with subordinates, other managers, library director, the library board, and the community
- function independently of constant, direct supervision; ability to use independent judgment to resolve customer concerns
- think creatively and problem-solve
- pay close attention to detail while keeping the big picture in mind
- communicate effectively, patiently and courteously with employees, customers, and other community members
- remain flexible and positive in an environment of constant change
- focus on professional growth within the position
- provide guidance to volunteers
- learn and abide by FCLS policies, procedures, and core values
- work a varied schedule that may include nights and weekends
- take a teamwork approach by cooperating with others, offering to help others when needed, and considering larger organization or team goals

GENERAL RECRUITMENT INDICATORS:

(Person applying for a position in this class should have the following experience and/or training)

1. Master of Library Science from an ALA-accredited institution
2. Successful, practical professional library experience that includes proficient use of computer technologies
3. Three years management experience, preferably in a public library setting
4. Desire to work with public is essential; must enjoy presenting to groups of colleagues, teens, and the general public
5. Must have a valid driver's license and means to travel to branches
6. Any equivalent combination of experience and training which indicate possession of the knowledge, skills and abilities listed

The statements in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals

may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the work load.

Action	Date	Reference
Adopted:	05/13/10	Commissioners' Minutes
Revised	03/08/12	Commissioners' Minutes
Revised	07/01/14	HR Salary Recommendation Transmittal Signed 5/28/2014