Principal Librarian

A.K. Smiley Library
Redlands, California, United States

Salary: $65,633.00 - $79,777.00 (Yearly Salary)

Status: Full-time

Posted: 07/13/17

Deadline: Not stated

Position:
Principal Librarian

Position Responsibilities:

When assigned to Adult Services:

• Plans, coordinates, and supervises activities and work related to the Library's Adult Services section;
• Supervises and participates in the maintenance of the adult collection, including books, audio materials, periodicals, and reference materials;
• Assists Adult Services patrons with inquiries and requests for reference information;
• Performs duties at the Circulation Desk, Readers Services Desk, and Reference Desk;
• Updates Adult Services procedures manual;
• Responds to patron complaints and concerns regarding policies and procedures;
• Participates in library promotional activities;
• Supervises public display areas; and
• Maintains promotional materials.

When assigned to any position in the class:

• Establishes goals and objectives;
• Recommends, revises, and implements policies and procedures;
• Conducts library tours;
• Advises and assists library patrons in the use of library catalogs and other reference materials;
• Reviews and evaluates new publications and collection materials and makes recommendations on materials for acquisition;
• Evaluates materials for mending, reorder, or withdrawal;
• Participates in budget preparation and administration;
• Prepares cost estimates for future expenditures;
• Prepares purchase recommendations for library materials, equipment, and supplies;
• Represents the City and Library system at professional meetings;
• Participates in committees;
• Prepares library activity reports and statistics;
• Supervises, schedules, trains, and evaluates assigned personnel;
• Assists in the interview and selection process of library support staff;
• Cooperates with Friends of the Library Volunteers;
• Interacts with other City departments including Personnel, and Planning; and
• Performs related duties and responsibilities as assigned.

**Required Qualifications:**

• Five years of increasingly responsible professional public library experience including; and
• Three years of supervisory experience.
• A Masters degree in Library Science or related field from an accredited college or university.
• Ability to work in a standard office or library environment.

**Closing Date:** Not stated