

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3418

TITLE: LIBRARIAN IV

GRADE: S-27

DEFINITION:

Under direction, to perform responsible professional library work as head librarian of a regional library facility; to assist the regional manager in planning and coordinating the operations of all branch libraries and facilities within assigned region; and to do related work as required.

TYPICAL TASKS:

Plans and directs the services and activities of a regional library facility;
Develops and implements goals, annual budget and community relations programs for regional facility;
Oversees the development and maintenance of a large collection of library materials;
Identifies staff development needs and directs in-house training programs;
Completes or reviews employee performance evaluations;
Counsels subordinate supervisors in effective employee relations techniques and procedures;
Interviews and selects professional staff;
Develops goals and objectives for regional facility and assists regional manager in the identification and development of long-range goals;
Identifies specific areas for improvement and recommends appropriate changes;
Assist regional manager in assessing workload requirements and appropriate allocation of staff;
In the absence of the Library Regional Manager assumes responsibility for the day-to-day activities of all facilities within the region;
Compiles and analyzes a variety of statistical data;
Interprets Library policy to staff and general public;
Coordinates outreach programs and library presentations;
Attends or conducts meetings as necessary;
Insures timely building and equipment maintenance;
Oversees the maintenance of records and prepares detailed activity and special reports.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of administration and professional library science;
Knowledge of statistics and budget preparation;
Ability to contribute to the development of policy;
Ability to set goals and objectives;
Ability to prepare a variety of reports;
Ability to plan, direct and supervise the work of subordinate personnel;
Ability to speak and write effectively;
Ability to work effectively with subordinates, co-workers and the general public.

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EMPLOYMENT STANDARDS:

Graduation from college with a Master's degree from an accredited library school and three years of increasingly responsible professional library experience, including two years in a responsible supervisory capacity.

NECESSARY SPECIAL REQUIREMENT:

Certificate issued by the Virginia State Board for the Certification of Librarians is required within three (3) months of hire date.

REVISED: December 23, 2004

REVISED: October 25, 1982