

SUPERIOR COURT OF FULTON COUNTY
JOB ANNOUNCEMENT FOR THE POSITION OF
LIBRARIAN, SENIOR
SALARY GRADE 20: \$55,487 - \$83,229
Unclassified Position in the Superior Court Administrator's Office
(Current Vacancy in Justice Resource Center)
CLOSING DATE: Open Until Filled

FOR RECRUITMENT ONLY

The Superior Court of Fulton County Georgia (“Court”) has an exciting opportunity for an experienced Librarian, Senior.

Superior Court is Georgia's busiest trial court of general jurisdiction. The Court seeks to provide a forum in which legal disputes between citizens can be resolved in a fair and efficient process with attention to equal access, impartiality, efficiency, and safety. After joining the Court, you will become part of a fast-paced team dedicated to providing the citizens of Fulton County with the service they deserve.

Job Summary:

The purpose of this classification is to perform duties related to managing a community library branch location or a department or collection in a larger branch. Responsibilities include developing goals, objectives, policies, and procedures; developing and managing assigned area budget; serving as a community liaison for a library branch or functional area, and supervising assigned staff. This classification is distinguished from Librarian, Principal in that this class manages a neighborhood or community branch or serves as a system-wide expert in a library support function or subject matter, whereas the latter manages an area branch, regional branch, or a specialized system-wide technical resource of the Library System.

Essential Duties:

Supervises, directs, and evaluates assigned staff and volunteers; makes hiring or termination decisions/recommendations; develops and oversees employee work schedules to ensure adequate coverage and control; compiles and reviews timesheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; acts as a liaison between employees and management; and trains staff and volunteers in operations, policies, and procedures.

Organizes, prioritizes, and assigns work; prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations

and provide technical expertise; and provides progress and activity reports to management.

Manages operations of library branch or department/collection: develops short and long-range goals and objectives for assigned area of the library system or a library branch; interprets and complies with federal and state regulations applicable to assigned branch/department; creates, and develops and improves strategies to enhance delivery of services and programs to library patrons.

Develops and monitors assigned program budget: reviews previous yearly expenditures and determines budgetary needs for staffing, supplies, equipment, services, and/or capital improvements; monitors expenditures for budget compliance; and approves program expenditures prior to submission for payment.

Manages assigned library branch facility: requests maintenance and service repairs as needed; makes recommendations for capital improvements; and coordinates schedules for use of meeting rooms.

Serves as a system-wide technical expert in a particular library support function or subject matter as required: provides expert advice and recommendations related to library subjects/services to the general public and other library staff.

Manages and evaluates the delivery of public library services to diverse communities: administers evaluations and tabulates results; evaluates programming and statistical information; and prepares and submits monthly program narratives.

May develop a major collection for the Library involving sensitivity to and experience with targeted readership: recommends the selection, retention, and development of collection; selects books and materials for purchase and prepares order lists; removes and weeds outdated, worn, and little-used materials from library collections as needed; selects books from donations to add to collection; and reads current books, periodicals, and book reviews and reports.

Establishes and maintains viable relationships with community agencies and institutions and develops partnerships to enhance library system awareness and promote services.

Maintains a current knowledge of applicable laws/regulations; maintains an awareness of new technologies, trends and advances in the profession; reads various books, literary journals/publications, and other professional literature; participates in professional organizations and maintains professional affiliations; attends workshops, training sessions, and continuing education opportunities as appropriate.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Master's degree in Library Science; supplemented by three years of progressively responsible

professional Librarian experience, including two (2) years lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess certification as a Professional Librarian issued by the State of Georgia; and may be required to possess and maintain a valid Georgia driver's license as required by area assignment.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

For more information and to apply, please visit

<https://theapplicantmanager.com/jobs?pos=fu275>

This job description indicates, in general, the nature and level of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities. Incumbent may be asked to perform other duties as required.

Superior Court of Fulton County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Applicants may request a copy of the County's EEOP Utilization Report by contacting Superior Court Human Resources at sca.hr@fultoncountyga.gov.