

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:

District Librarian

CLASSIFICATION:

Develop and implement short and long-term plans and activities. **E**

Prepare and process grant applications related to library and media services;

Conduct professional learning sessions.
Maintain current knowledge on trends and developments in library and media services.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Establish and maintain effective working relationships with staff, parents, and public.
Communicate effectively both orally and in writing.
Analyze situations accurately, and adopt an effective course of action.
Operate a computer terminal to enter data, maintain records, and generate reports.
Meet schedules and timelines.
Evaluate and organize work according to specific deliverables.
Supervise and evaluate the performance of assigned staff.
Meet District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office and library environment; driving a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hearing and speaking to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; seeing to read and prepare documents and reports, and view computer monitors; sitting or standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally; lifting light objects.

(Former Classification: Coordinator I, Library and Media Services)