

LIBRARIAN II - FULL TIME
NORTHWESTERN REGION – (1 POSITION)
SOUTHEASTERN REGION – (1 POSITION)
OPENS: 7/11/2025 CLOSES: 07/30/2025

JOB SUMMARY

This is a professional position requiring knowledge of library principles, practices and policies along with two years of supervisory experience in a professional library position. The position involves performing a wide range of professional library work including but not limited to public service, planning programs and events, collection development and supervising personnel. Employee must have the ability to substitute at other library locations as needed. Work is reviewed through conferences and on the basis of results achieved. Works under the general guidance and direction of the regional coordinator.

EXAMPLES OF DUTIES

- Reports to Coordinator for assigned branch/region.
- Responsible for the details of the daily administration of the assigned department by reviewing and scheduling work assignments, workloads, utilization of resources, training and performance of personnel.
- Prepares departmental budget recommendations and manages budget in a timely and efficient manner; prepares various departmental reports, documents and correspondence; maintains departmental statistics and personnel records.
- Selects and orders library material for assigned location/department.
- Plans, publicizes and implements programming for children
- Plans and directs outreach through visits to area organizations such as schools and community groups about library services.
- Works with elected officials and organizations in the community to promote library use.
- May chair system-wide project committees.
- Plans, directs, and participates in public service for the patrons.
- Assists patrons in locating needed information and answering specific questions.
- Maintains personnel records for staff assigned.
- Organizes and oversees training for the branch and regional staff working in similar areas.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge and practice of good customer service skills and ability to establish cordial and effective relationships with associates and patrons.
- Knowledge of the principles, best practices, procedures and techniques of library science and management.
- Knowledge of and experience with computers and various computer software applications, peripherals, online databases, online searching, and the Internet.
- Ability to communicate effectively (oral and written).
- Ability to maintain cordial and effective relationships with associates and the public.
- Ability to interpret library policies to community groups and to the public.

- Ability to read a computer screen and the physical ability to move materials in the library.
- Ability to drive a car and possess means of transportation.

ENVIRONMENT/PHYSICAL REQUIREMENTS

Physical requirements include the ability to stand for long periods of time; eyesight sufficient to read and understand information from microforms and PC monitors, and the manual dexterity necessary for the regular use of PCs; ability to stoop, twist, turn and move materials from place to place in the library. Ability to lift up to 20 pounds.

MINIMUM QUALIFICATIONS

A master's degree in library and information science (MLS, MLIS) from an ALA accredited institution. A minimum of two years' experience in a professional library position working in a supervisory function is required. Applicants with previous children's experience desired. Background check is required. Possession of a valid State of Alabama driver's license is required.

HOURS, PAY AND BENEFITS

This job position includes morning, afternoon, evening, and weekend hours, including Sundays. Employees may be required to adapt to future schedule and location changes depending on library needs. The City of Birmingham offers a competitive compensation and benefits package, including:

- 80 hours biweekly, Grade 25 - Salary: \$57,595.20 (starting salary is commensurate with education and experience)
- A City-sponsored pension retirement plan. The City of Birmingham provides a Tier 3 "defined benefit" plan where employee retirement payments are computed using a formula that considers several factors, such as length of employment and salary history.
- Excellent medical insurance with employee monthly contribution as low as \$32.50/month
- Dental insurance
- Vision insurance
- Behavioral health plan
- Group Term Life & AD&D Insurance, Voluntary Term Life & AD&D, Whole Life Insurance, and Short-term Disability options
- Paid vacation and sick leave
- Generous holiday schedule
- Membership and admission benefits for City attractions such as the Birmingham Zoo, Birmingham Museum of Art, Southern Museum of Flight, and more.

METHOD OF APPOINTMENT

Applicants must register and apply at the Alabama Career Center

<https://alabamaworks.alabama.gov>. The application will be forwarded to the Birmingham Public

Library Personnel Officer. Library employees need not go through the Alabama Career Center but can submit applications directly to the Library Personnel Office. A resume must be submitted prior to the interview. Qualified applicants may be contacted for an interview. You must pass a pre-employment health screen before you may be employed by the Birmingham Public Library. Position available immediately.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

Equal Opportunity Employer