GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for complex cataloging library materials in all formats. Reports to the Support Services Manager.

ESSENTIAL JOB FUNCTIONS

Catalogues all types of library materials, including digital content; determines correct classification numbers, assigns subject headings and edits MARC (Machine-Readable Cataloging) and RDA (Resource Description and Access) records; corrects cataloging errors and troubleshoots database errors in the Integrated Library System (ILS). Oversees authority control to maintain uniformity in subject, author and title headings; manages all library materials processing.

Participates in ordering process for monthly standing orders and special orders; researches new formats and programs for collection development; compiles and monitors monthly output statistics for the department. Works with a variety of library vendors.

Responsible for the effective supervision of assigned staff to include leave approval, performance management, employee relations, prioritizing and assigning work and related activities. Plans and oversees work of staff; establishes goals and objectives and monitors progress to ensure goals are met, ensures all work is completed in a timely manner and reviews completed work. Monitors staff schedule to ensure proper coverage.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City’s Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- **Supervision** – Knowledge of supervisory techniques, principles and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff. Knowledge of personnel recruitment, selection, and the use of personnel information systems.
• **Customer Service** – Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of patron satisfaction.

**REQUIRED SKILLS**

• **Interpersonal Relationships** – Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other organizations.
• **Computer Skills** – Utilizes a personal computer to enter and retrieve information, as well as library software to effectively complete a variety of tasks with reasonable speed and accuracy.

**REQUIRED ABILITIES**

• **Communication** – Ability to effectively communicate ideas and proposals verbally and in writing, to include the preparation of reports which include numerical information and statistics. Ability to listen, understand and analyze information and ideas being presented verbally and in writing. Ability to handle a variety of personal information in a confidential manner.
• **Coordination of Work** – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Ability to establish priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibility over others.

**EDUCATION AND EXPERIENCE**

Requires a Master’s Degree in Library Science from an American Library Association accredited school and 3-5 years as a professional librarian including 1-2 years of supervisory experience or an equivalent combination of education and experience. Requires certification as a professional librarian by the Library of Virginia.

**ADDITIONAL REQUIREMENTS**

Requires an acceptable general background check to include a local and state criminal history check and an acceptable sex offender registry check.

**PHYSICAL REQUIREMENTS**

- Requires the ability to exert light physical effort in sedentary to light work.
- 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 keyboard or work station.

**SENSORY REQUIREMENTS**

• Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
• Some tasks require the ability to communicate orally.

**ENVIRONMENTAL EXPOSURES**

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