GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for performing advanced professional work in the City's public library system. Work may be performed in a variety of areas to include reference, family and youth services or adult services, collection development, conservation and preservation of library resources or other specialty services. Reports to the Supervising Librarian.

There are three (3) levels of Librarian distinguished by the level of work performed and the level of experience of the employee.

ESSENTIAL JOB FUNCTIONS

Provides customer service by answering reference inquiries, assisting patrons with research, assisting with the operation of computers and equipment, and recommending reading material; plans, develops, and implements programs and services and other related special activities for patrons.

Performs collection development by reading book reviews and professional journals, evaluating current books and subject matter, monitoring the book budget, determining which books to order, and removing outdated books; makes recommendations regarding programs and services; and develops reading lists and bibliographies on specialized topics.

Assists with library facility management by supervising library aides and volunteers, trains, supervises, evaluates and establishes goals for staff identifies training needs; conducting opening and closing procedures and monitoring building security.

Plans, coordinates, and implements public programs by selecting and organizing materials, managing library collections, distributing promotional materials, and setting up displays; prepares or compiles information for budgets for various services and programs and performs related work as needed; and compiles a variety of statistics, prepares reports and keeps records of activities.

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

- **Library Administration** – Thorough knowledge of the principles, methods and practices of library science. Knowledge of library related database systems and networks to include automated circulation systems, on-line bibliographic retrieval services and cataloging services.

- **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.

- **Accounting and Budgeting** – Knowledge of arithmetic, algebra, statistics, and their applications.

REQUIRED SKILLS

- **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.

- **Judgment/Decision Making** – Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.

REQUIRED ABILITIES

- **Communication** – Ability to effectively communicate ideas and proposals verbally and in writing, to include the preparation of detailed reports which include numerical information and statistics. Ability to handle a variety of patron issues with tact and diplomacy and in a confidential manner. Ability to listen and understand information and ideas being presented verbally and in writing.

- **Interpersonal Relationships** – Develops and maintains cooperative and professional relationships with library patrons, employees and all levels of management. Tactfully and effectively handles requests, suggestions and complaints from patrons and other departments.

- **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

**Librarian I** - Requires a Master's Degree in Library Science from an accredited American Library Association (ALA) library school or an equivalent combination of education and experience. Requires certification as a professional librarian by the Library of Virginia within six (6) months of employment.

**Librarian II** - Requires a Master's Degree in Library Science from an accredited ALA library school and 1-2 years experience as a professional librarian with some lead or supervisory experience or an equivalent combination of education and experience. Requires certification as a professional librarian by the Library of Virginia.

**Senior Librarian** - Requires a Master's Degree in Library Science from an accredited ALA library school and 3-5 years experience as a professional librarian with some lead supervisory experience or
an equivalent combination of education and experience. Requires certification as a professional librarian by the Library of Virginia.

**ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a local and state criminal history check and an acceptable sex offender registry check. Requires a valid driver’s license with an acceptable driving record.

**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.