GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for performing advanced professional work in the City's public library system. Work is performed in the Virginiana Room, which is the repository for local history and genealogy. Duties performed in a variety of areas to include archival responsibilities, collection development, conservation, providing research support and preservation of library resources. 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 as one of the primary contacts for research inquiries pertaining to genealogy and by answering inquiries pertaining to local history resources in print and online; assists patrons by providing reference services for archival material needs. Assists 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; creates and manages local history and genealogy digital content; leads development and implementation of physical and digital displays; and develops basic genealogy workshops and other public programs.

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, and distributing promotional materials. Conducts research and monitors local, state and federal grant writing opportunities; prepares reports; compiles budgeting information for various services and programs; and compiles a variety of statistics.

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.
- **Project Management** – Knowledge of planning, organizing and managing resources to bring about the successful completion of specific project goals and objectives.

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** — Evaluates 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.

Related course work or work experience in a special collection, archival, local history or genealogy collection is preferred at all levels.

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.