

CITY OF CORNELIUS

DEPARTMENT: Library
JOB TITLE: Librarian
SUPERVISOR: Library Director

CLASS: S-11
FLSA-EXEMPT
DATE: May 2017

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision, provides a full range of professional library services (to include technical and/or public service functions), including supervision of a department, scheduling of staff, work assignment, training, procedure development, and performance evaluation.

DISTINGUISHING CHARACTERISTICS

The Librarian is responsible for delivery of professional customer service and management of an assigned area in the City Library. Incumbent works independently in the management and oversight of assigned areas and is expected to exercise sound and professional judgment in library operations. The Librarian works under general supervision of the Library Director. The nature of the work performed requires that an employee in this class establish and maintain positive, cooperative and team working relationships with supervisors, co-workers, city personnel and the general public on an ongoing basis.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from the Library Director. Exercises direct supervision over assigned library staff and volunteers.

ESSENTIAL FUNCTIONS *(may include but are not limited to the following)*

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

- Provides general information to patrons regarding library procedures and programs; assists with registration and circulation tasks when needed; resolves issues or complaints or refers patron to appropriate contact.
- Monitors patron behavior; acts as person in charge when Director is unavailable; assists in the overall security of the library and its premises.
- Assigns, supervises, schedules and evaluates work of assigned library staff.
- Coordinates with assigned staff to supervise, train, and monitor assigned volunteers.
- Assist with Interviews and effectively recommends hiring and disciplinary actions. Ensure provision of adequate training within areas of responsibility.
- Performs reference and readers advisory services in the use of library resources through the reference interview and instruction in online and print materials.
- Provides assistance and instruction to patrons and staff in the use of library technology including: computers, software, e-books/readers, various specialty library software and equipment.
- Performs collection development in assigned areas; researches and reviews publications; selects, orders and/or maintains library materials; determines material collection categories; and prepares collection areas for new materials.
- Performs original and copy cataloging for library materials in book and non-book formats, utilizing electronic cataloging resources and standards.

- Plans, creates, provides and/or oversees library programming for instructional, educational, informative, and/or recreational needs; selects and schedules programs; and negotiates provider fees. Researches and applies for grants.
- Creates displays, lists, reports, instructions and related materials to promote programs and services
- Coordinates with assigned staff to promote programs and services; contributes to library website and social media accounts.
- Promotes the use of library resources through liaisons with community organizations, marketing activities, providing outreach programs and promoting use of the library.
- Provides community outreach efforts and programs; attends community gathering, civic events and visits schools to present and promote library and information resources.
- Serves on library management team to assist in analyzing, planning and evaluating to continually improve service.
- Represents the library and city at community events and local, county, state, and regional meetings. Participates in professional development activities.
- Maintain cooperative working relationships with City staff, other organizations and the general public.
- Performs other duties as required.

KNOWLEDGE/ABILITIES/SKILLS:

Knowledge of:

Knowledge of principles and techniques of professional librarianship, collections analysis, planning and programming; electronic media, including online databases and Internet search strategies; customer service techniques; computer applications involving word processing, data entry, database access and report/presentation generation; business arithmetic and basic principles of mathematics; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; methods and techniques for record keeping and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Ability to plan, organize, manage and coordinate activities; analyze and review materials in order to determine needs; relate to all library and community organizations; exercise sound, independent judgment; effectively respond to and resolve questions and concerns from the public; perform data gathering and research; generate reports and correspondence; operate basic office equipment; make quick and accurate computations; communicate effectively with people from diverse backgrounds, including youth, families, non-English speakers, volunteers, and coworkers; understand and follow oral and/or written policies, procedures, and instructions; perform under the pressure of time-sensitive deadlines; act in a lead capacity in directing assigned staff and volunteers.

Skilled in:

Skill in using electronic media to accomplish work; teaching patrons; performing promotional and community outreach; operate an office computer; use standard and customized software applications; type accurately; operate a variety of automated office machinery and equipment.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities

necessary for a Librarian. A typical way of obtaining the required qualifications would be:

Education:

Master's degree in Library Science, Information Science or closely related field. Fluency in Spanish language desirable.

Experience:

Four years of increasingly responsible experience in a library, including one year of leadership experience.

License/Certificate:

Possession of a valid driver's license and a safe driving record. Additional certificate(s) specific to functional area of assignment may be required.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports and data and using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, data and using the computer and acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Adopted May 2017

Updated October 2018