

Position Code: 5080	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to manage and supervise library operations in assigned area, perform professional reference research, and provide library information and assistance to patrons. The class is responsible for assisting planning and presenting major library functions, coordinating library operations in assigned area, searching available resources for references, providing patrons with various library information, and supervising subordinate staff. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Manages and supervises the library operations in assigned area.
- Performs reference research using the library catalog, database, and other available resources.
- Provides professional library services such as reference or children’s coordination and selection of library materials.
- Monitors the use of library equipment and troubleshoots equipment problems.
- Hires, trains, assigns, supervises, and evaluates subordinate staff.
- Plans and/or presents library programs.
- Resolves patron and staff complaints, problems and conflicts.
- Prepares and maintains various reports and records including statistics and departmental budgets.
- Selects books and other materials to integrate into library system.
- Promotes the library through public relations outreach and represents the library in regional or statewide professional groups.
- Attends or conducts staff meetings to exchange information; attends in-service training and professional classes, seminars, or conferences to improve professional skills.
- Performs related tasks as necessary such as assisting with the evaluation of statistics, serving on library committees, and overseeing the Central Library in the absence of the Central Library Manager.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
Interpersonal/People Involvement	Instructs others through explanation, demonstration, and supervised practice; makes recommendations based on technical expertise. Negotiates and exchanges ideas, information, and opinions with others to formulate recommended policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements; may use algebraic solutions of equations and inequalities and descriptive statistics.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style.

Mental Requirements	Performs professional level work requiring the application of principles and practices of a wide range of technical, or managerial methods in the solution of managerial or technical problems; applies extensive understanding of operating policies and procedures to solve complex problems; coordinates professional and paraprofessional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
Decisions/Supervisory Control	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, patrons, and others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires an American Library Association accredited master's degree in library science.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of three years of related, full-time equivalent experience including one year of supervisory experience. Public library experience preferred but other library experience considered.
Special Certifications and Licenses	Requires a valid driver's license and a driving record in compliance with City Driving Standards. Virginia Public Librarian Certificate required within three months of employment.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.