

Position Code: 5085	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to manage and plan the library operations and evaluate and implement plans for programs in assigned area. The class is responsible for planning and implementing programs, gathering and evaluating data for improvements, preparing budgets and reports, supervising and evaluating subordinate staff, and promoting the library. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

TYPICAL TASKS

- Manages the library operations in an area library or assigned area.
- Monitors budget allocations.
- Hires, trains, assigns, supervises, and evaluates subordinate staff.
- Performs professional reference services using the library catalog, database, and other available resources.
- Maintains a current collection through selection and de-selection of materials. Using reviewing sources, selects books and materials to integrate into the collection.
- Resolves patron and staff complaints, problems, and conflicts.
- Promotes the library through public relations outreach.
- Prepares and maintains various reports and records.
- Monitors library building and grounds to ensure safety.
- Monitors the use of library equipment and troubleshoots equipment problems.
- 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 evaluating statistics and serving on library committees.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; recommends changes to policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
Interpersonal/People Involvement	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 professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
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.
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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 as a professional librarian and 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.

Revised 9/23/16