

<b>Job Class Code: 5055</b>	<b>FLSA Status: Non-Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 5</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to provide coordination and supervision of a specialized area in the library system. The class is responsible for coordinating the activities of assigned area of responsibility, supervising subordinate staff, and preparing various reports and schedules. 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**

- Supervises the operations of specialized area in the library system.
- Coordinates and performs a variety of circulation duties to assist patrons with their library materials and information needs.
- Prepares and maintains various reports and records.
- Acquires books and other materials to integrate into library system.
- Catalogs books for placement in the collection.
- Prepares delinquent library accounts for the collection process.
- Oversees the printing and distribution of library overdues.
- Hires, trains, supervises, and evaluates subordinate staff.
- Receives, reviews, and responds to patron complaints.
- 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 budget preparation.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
<b>Interpersonal/People Involvement</b>	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
<b>Reasoning Requirements</b>	Performs coordinating work involving guidelines and rules but solves problems constantly.
<b>Mathematical Requirements</b>	Performs addition, subtraction, multiplication, division, calculates ratios, rates and percents.
<b>Language Requirements</b>	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.
<b>Mental Requirements</b>	Performs professional level work requiring the application of principles and practices of a wide range of technical or managerial methods in the solution of technical problems or the coordination of entry level managerial work; applies general understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of five years of related, full-time equivalent library experience or similar corporate retail or business experience including some supervisory experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**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 07/24/2020