

Position Code: 5070	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform professional reference research and provide library information and assistance to patrons. The class is responsible for searching available resources for references, providing patrons with various library information, supervising subordinate staff, and assisting with administrative services. 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

- Performs reference research using the library catalog, database, and other available resources.
- Provides patrons with library services such as reference selection and Reader's Advisory services and assists patrons in the use of library equipment.
- Prepares and maintains various reports and records including bibliographies and reading lists.
- Selects books and other materials to integrate into library system.
- Supervises and evaluates subordinate staff.
- Coordinates, conducts or assists with conducting library programs.
- Keeps current with emerging technologies and trends in public libraries.
- 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 serving on library committees.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Performs addition, subtraction, multiplication, division, and calculates ratios, rates and percents.
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 administrative, technical, or managerial methods in the solution of administrative or technical problems or the coordination of entry level managerial work; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure
Decisions/Supervisory Control	Directs actions of others, making decisions almost constantly affecting coworkers, 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 one year of related, full-time equivalent experience, including some supervisory experience.
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