

<b>Position Code: 5075</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to oversee library operations in assigned area, perform professional reference research, and provide library information and assistance to patrons. The class is responsible for coordinating library operations in assigned area, searching available resources for references, providing patrons with various library information, cataloging library material, 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**

- Oversees the library operations in assigned area, manages the library in the absence of the manager.
- Resolves patrons and staff complaints, problems and conflicts.
- Performs reference research using the library catalog, database, and other available resources.
- Provides professional library services such as reference, children’s, selection of materials, and cataloguing library materials; assists patrons in the use of library equipment.
- Hires, trains, supervises, and evaluates subordinate staff.
- Prepares and maintains various reports and records including bibliographies and reading lists.
- Selects and acquires books and other materials to integrate into library system.
- Using reviewing sources, selects books and other materials to integrate into library system.
- Maintains a current collection through selection and de-selection of materials.
- Keeps current with emerging technologies and trends in public libraries.
- Plans, conducts, and evaluates library programs; to include Summer Reading programs, computer classes and Reader’s Advisory services.
- Attends or conducts staff meetings to exchange information; attends in-service training and professional classes, seminars, or conferences to improve professional skills.
- 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>	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency. Negotiates and exchanges ideas, information, and opinions with others to formulate recommended policy and programs or arrive jointly at decisions, conclusions, or solutions.
<b>Reasoning Requirements</b>	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
<b>Mathematical Requirements</b>	Performs addition, subtraction, multiplication, division and 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 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.
<b>Decisions/Supervisory Control</b>	Supervises the actions of others, making decisions almost constantly affecting coworkers, patrons, and others in the general public.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires an American Library Association accredited master's degree in library science.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience, including some supervisory experience. Public library experience preferred with other library experience considered.
<b>Special Certifications and Licenses</b>	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.*