City of Chesapeake	Class Title: Librarian III

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

GENERAL DESCRIPTION OF CLASS

Under administrative direction, leads system-wide and cross departmental teams and projects to facilitate implementation of strategic goals and the improvement of experiences for the community. Provides leadership and direction for library teams in the planning, development, management and assessment of strategic projects and organizational data collection, analysis and reporting, specifically focused, but not limited to, family services and student success. This position works with the Library's other Strategic Manager, whose primary concentration is information Services and Library Operations. This position reports to the Director and Deputy Director and functions as a member of the leadership team to provide project management support and long-range planning as it relates to the Library's Strategic Goals.

TYPICAL TASKS

- Serves as 1 of 2 Strategic Managers in planning and implementation of initiatives with library team members. Makes presentations to the leadership teams within the Library representing the development of project objectives, project deliverables, timelines and resources.

- Assists Library Admin with external and internal research to support service and policy developments.

- Provides professional library services such as reference or children's coordination and selection of library materials.

- Provides project management support for library services and innovations.

- Mentors library staff in order to facilitate group participation, innovation, training and idea sharing.

- Works with library-affiliated partners (e.g. Foundation, Friends) and outside partners and volunteers to develop resources and services that fill the needs of families and students.

- Prepares and maintains various reports and records including statistics and departmental budgets. Monitors and oversees the progress of initiatives related to the Strategic Goals.

- Executes short and long-term objectives within the context of the Library's strategic plans.

- 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.

- Provides consultation on the design, development, and implementation of plans and projects related to service distribution, operational and capital planning, advising Administration on the best way to use resources in relation to the needs of the community.

- 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.
Special Requirements	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 02/19/21