

<b>Job Class Code: 5040</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 library services through patron assistance, circulation of library materials, and coordination of various library activities. The class is responsible for assisting patrons in the library and on the phone with reference searches and general library services, operating circulation desk, preparing and assisting with library projects, and serving as a resource for subordinate staff. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

<b>TYPICAL TASKS</b>	
<ul style="list-style-type: none"> <li>• Supervises the operations of the department on nights, weekends and when assigned.</li> <li>• Assists patrons in the library and on the phone with selecting and locating library materials, using various library equipment, and general library information. Assists with computer sign-ups and collecting money for printing.</li> <li>• Performs all circulation duties to assist patrons with charging/discharging library materials, updating information and library cards, and collecting monies.</li> <li>• Plans, prepares, and maintains library displays and conducts tours when requested.</li> <li>• Conducts or assists with conducting library programs and special events.</li> <li>• Prepares and maintains various reports and records.</li> <li>• Attends staff meetings and workshops to exchange and acquire information and improve library skills.</li> <li>• Maintains selected portions of the collection such as periodicals and Family Center.</li> <li>• Makes recommendations for purchase and deletion from the collection.</li> <li>• Performs related tasks as necessary such as troubleshooting computer problems and ordering supplies.</li> <li>• Serves as a mentor for Library Assistant I positions and Library Volunteers.</li> <li>• Performs other related duties as assigned.</li> <li>• Assists Library Assistant I's with book drop and shelving duties, as well as routine collection maintenance such as holds, damaged materials, discards and donations.</li> </ul>	

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Gathers, organizes summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan; may recommend action based on such data or information.
<b>Interpersonal/People Involvement</b>	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
<b>Reasoning Requirements</b>	Performs coordinating work involving guidelines and rules but solves problems constantly.
<b>Mathematical Requirements</b>	Performs addition, subtraction, multiplication, division and calculates ratios, rates and percents.
<b>Language Requirements</b>	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar; speaks to groups of co-workers and conducts meetings.

<b>Mental Requirements</b>	Performs specialized technical work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical principles and practices or uses a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Mentors 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 one year of college or any equivalent combination of education and customer service experience.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of three months related, full-time equivalent library or customer service experience. Six months' public library experience preferred.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards depending on department.
<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.*