

Job Class Code: 5060	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 5

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and/or provide assistance to customers, and perform reference work and readers' advisory services. The class is responsible for staff supervision, and/or materials and customer service for the assigned area of responsibility. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS
<ul style="list-style-type: none"> • Performs complex reference work by locating or directing patrons to appropriate resources for patron's inquiries; performs research as requested. • Supervises assigned staff and volunteers, including training, assigning and evaluating work, and counseling. • Trains the public and staff in use of library materials and equipment. • Maintains library collection, including filing supplements, catalogs, and books; maintains periodical collection and/or newspapers; creates bibliographies/reading lists; selects and maintains vertical file. • Supervises library operations as directed by supervisor; assists in opening and closing of library. • Recommends items for purchase for patrons; recommends materials for purchase and deletion for library inventory. • Processes documents of responsibility; summarizes monies spent, and summarizes and turns in monies collected; records payments to patron accounts. • Maintains and troubleshoots library computers, software, and other equipment. • Coordinates and presents special programs, activities, events, and/or workshops; creates and/or provides press releases, posters, flyers, displays, book displays, and publicity to promote same. • Supervises and/or participates in compiling of statistics; maintains information to support periodic and special reports. • Maintains and supervises supply inventory for library; creates and maintains reference forms. • Organizes City Council/Planning Commission, City Code and Zoning Ordinance packets; maintains bulletin boards. • Records and distributes mail. • Attends or conducts staff, committee, or other professional meetings to exchange information. • Performs other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or 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; presents training programs.

Mental Requirements	Performs specialized technical or entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices and 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.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of five years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record in compliance with City Driving Standards depending on department.
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.