

Job Class Code: 5050	FLSA Status: Non-Exempt
Pay Basis: Salary (Annual)	EEO Category: 5

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to coordinate and supervise the circulation of library materials and various library activities. The class is responsible for coordinating circulation desk activities and library projects, supervising subordinate staff, cataloguing, and providing general administrative services for library personnel. 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	
<ul style="list-style-type: none"> • Supervises the operations of specialized area in the library system. • Coordinates and performs a variety of circulation duties to assist patrons with their library materials and information needs. • Plans, prepares, and maintains library displays and programs. • Prepares and maintains reports, statistics, and bibliographies. • Catalogues books for placement in the library system. • Orders and receives library materials. • Assists in the selection of books and other materials to integrate into library system. • Supervises, conducts or assists with conducting library projects such as presenting story time. • Hires, trains, supervises, and evaluates subordinate staff. • Receives, reviews, and responds to patron complaints. • Attends or conducts staff meetings to exchange information; attends in-service training and library classes, seminars, or conferences to improve library skills. • Performs related tasks as necessary such as assisting with budget preparation and developing and maintaining library database. • 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	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs coordinating work involving guidelines and rules but solves problems constantly.
Mathematical Requirements	Performs addition, subtraction, multiplication, division, 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 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 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 an associate's degree in library science, business (for positions in Acquisitions), or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of three years of related, full-time equivalent experience including some supervisory experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.
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 05/12/2021