

# Library Department

## Job Descriptions

JOB TITLE: Library Director

### GENERAL STATEMENT OF JOB

Under administrative direction, plans, directs and coordinates public library service for the residents of the City of Dunedin and the surrounding Pinellas Public Library Cooperative service area. Supervises professional and clerical staff. Performs related work as directed. Reports to the City Manager.

JOB TITLE: Administrative Assistant

### GENERAL STATEMENT OF JOB

Under general supervision, performs routine to moderately difficult administrative and clerical duties to ensure effective and efficient operations. Performs related work as directed. Reports to the Library Director.

JOB TITLE: Senior Librarian

### GENERAL STATEMENT OF JOB

Under general direction and supervision, plans, directs and coordinates the operation of the Public Service Desks. Participates in Library collection development. Supervises and evaluate the work of subordinate staff. Performs related professional and administrative work as directed. Reports to the Library Director.

JOB TITLE: Librarian

### GENERAL STATEMENT OF JOB

Under general supervision, provides professional reference services to Library patrons and the general public using a variety of sources and technologies. Provides reader's advisory services and assists patrons in the use of Library resources and equipment. Plans, creates and schedules programs for patrons of all ages. Performs related professional work as directed. Reports to the Senior Librarian in assigned area.

JOB TITLE: Library Technical Assistant

GENERAL STATEMENT OF JOB

Under direct supervision, assists with the acquisition, cataloging, processing and distribution of library books and materials for public access. Assists in maintaining the collection database and related records. Performs related clerical work as directed. Reports to the Senior Librarian-Information Services

JOB TITLE: Senior Library Assistant

GENERAL STATEMENT OF JOB

Under general supervision, performs routine Library and customer service duties in accordance with established Library policies and procedures. Performs related work as directed. Reports to the Senior Librarian in assigned area.

JOB TITLE: Library Assistant

GENERAL STATEMENT OF JOB

Under direct supervision, performs routine Library circulation and customer service duties in accordance with established Library policies and procedures. Performs related work as directed. Reports to the Librarian II - Circulation.

JOB TITLE: Library Aide

GENERAL STATEMENT OF JOB

Under direct supervision, the position involves physically demanding work, primarily consisting of shelving books and materials and setting up the library meeting room. May assist with routine Library circulation and customer service duties in accordance with established Library policies and procedures and room set ups. Performs related work as directed. Reports to the Senior Librarian - Circulation.