

City of Dunedin, Florida
Class Description

JOB TITLE: Librarian
Library Department

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.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Provides effective and efficient reference services in accordance with Library goals, objectives, policies and procedures.

Receives, researches and responds to patrons' reference questions using a variety of sources, including books, directories, maps, statistics, CDs, on-line databases, the Internet, etc.

Assists patrons in locating materials and in using various resources and equipment of the Library; interprets Library policies and procedures to the public.

Provides readers' advisory services to patrons.

Participates in collection development and acquisition activities.

Processes intra-library and may process inter-library loans.

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Understanding of cataloging rules and procedures which may require cataloging materials.

Schedules and supervises the use of computer and study rooms. May proctor student exams.

Performs general library duties, including but not limited to shelving materials, weeding materials, recommending materials for removal or replacement, reserving materials at patrons' request, etc.

Receives and responds to patron/public inquiries, suggestions, requests and complaints.

Participates on various Library committees as appropriate; assists with special programs and projects as assigned.

Maintains department records and statistics with accuracy; prepares various reports as required.

May require working directly with materials budget preparation and materials budget management.

Maintains knowledge of current theories and trends in public library operations and technology.

Assists with Library webpage.

Assist patrons with routine computer functions and mobile devices.

Creates exhibits and displays for Library.

Assists with Branch Library through Reference Services & Collection Development.

Information Services Librarian

- Receives and maintains periodicals and newspaper collection
- Assists patrons with e-government resources
- Oversees and sorts donated materials
- Assists patrons with wireless, mobile printing and fax/scanner

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Youth Services Librarian

- Outreach to area schools
- Oversees and trains youth volunteers.
- Collaborates with other city departments and community organizations to serve the youth of the community.

ADDITIONAL JOB FUNCTIONS

Performs routine administrative/clerical work as required, including but not limited to answering the telephone, typing reports and correspondence, copying and filing documents, processing mail, attending meetings, ordering supplies, etc.

Proficient in Microsoft Office products, knowledge of mobile devices and wireless technology and the utilization of multiple technology platforms.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Master's degree in library science or closely related field with two years of verifiable work in library reference operations.

SPECIAL REQUIREMENTS

Must possess a valid Florida driver's license for travel to local city and county library meetings along with conferences, trainings and scheduled shifts at the Branch Library located in the Dunedin Community Center.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Librarian in assigned area. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the areas of library science, library technology, collection development and maintenance, reference services, etc. Is able to make sound, educated decisions. Knows how to make public presentations. Extensive computer skills with the ability to learn new electronic resources. Clearly understands any occupational hazards and adheres to all

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safety precautions inherent in performing the essential functions of the work. Has the ability to speak, write and understand the English language

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards to the purpose of recognizing actual or probable interactive effects and relationships. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

Human Interaction: Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Must possess excellent customer service skills. Handle all interactions with tact and professionalism.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of and skill in the use of modern office equipment. Requires the ability to use, operate and/or handle equipment such as a computer, mobile devices, copier, calculator, telephone, print software, coin bill operators, scanner, label maker and other unique library equipment.

Verbal Aptitude: Requires the ability to use a variety of reference, descriptive and advisory data and information. Has thorough knowledge of terminology and related professional languages used within the department as such pertain to work responsibilities. Has knowledge of proper English usage, grammar, vocabulary and spelling.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; to use principles of basic probability and statistical inference.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is able to read and interpret materials pertaining to the responsibilities of the job.

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Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental or subjective criteria as opposed to that which is clearly measurable or verifiable. Is able to analyze administrative and operational problems and develop effective solutions. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work involving moving from one area of the office to another and some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (up to 20 pounds); some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Library Director



Date