

City of Dunedin, Florida
Class Description

JOB TITLE: Senior Librarian
Library Department

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.

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.

Plans, directs and coordinates the operations of the Public Service Desks and provision of effective and efficient reference services in accordance with Library goals, objectives, policies and procedures.

Supervises subordinate staff members and volunteers. Supervisory duties include instructing; assigning, reviewing, scheduling and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems and recommending employee discipline and discharge.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Receives, researches and responds to patrons' reference questions; assists patrons in locating materials and in using various resources and equipment of the Library; interprets Library policies and procedures to the public.

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

Researches, reads/reviews and selects books, DVDs, CDs, periodicals and other resources for the Library collection.

Evaluates the Library's collection for areas in need of additional or updated purchases.

Procures selections through the book lease plan or other methods as appropriate.

Removes and/or replaces worn or outdated materials from collections as appropriate.

Evaluates and oversees gift items for inclusion in the library collection; selects memorial materials matching the interests of the donor with the Library selection criteria.

Participates in the planning of Library goals and objectives; evaluates policies and procedures and makes recommendations for change as appropriate.

Participates on various Library committees as appropriate.

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

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

Coordinates and plans the implementation, use and maintenance of automated systems including computer systems, telecommunications, security devices and other electronic systems.

Provides technology and computer support to staff and patrons.

Assists with Branch Library through reference services and collection development.

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Information Services Senior Librarian

- Supervises Information Services Staff and Technical Services Staff
- Oversees adult programming and technology classes
- Coordinates Inter-library loan operations
- Assists with Materials Budget allocation

Circulation Senior Librarian

- Supervises Circulation Staff
- Oversees Intra-Library loan
- Oversees cash handling for the Circulation Department
- Coordinates overdue, lost and collection agency items

Youth Services Senior Librarian

- Supervises Youth Services Staff
- Oversees all Youth Programming
- Manages Friends, grants and donation funds
- Collaborates with other city departments and schools on services to Youth

ADDITIONAL JOB FUNCTIONS

Serves as Acting Director in the absence of the Library Director as required.

Shelves and weeds all library materials.

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.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Master's degree in library science with five years of experience in library reference operations.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

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SPECIAL REQUIREMENTS

Must possess a valid Florida driver's license.

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 Senior 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. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak 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 function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Is able to train, assist, motivate and provide leadership to assigned staff. Is able to perform employee evaluations and to make recommendations based on results.

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, copier, calculator, telephone.

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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 influence systems, such as motivation, incentive and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution. Is able to read and interpret materials pertaining to the responsibilities of the job.

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. Has the ability to plan and develop daily, short- and long-term goals related to organizational purposes. 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

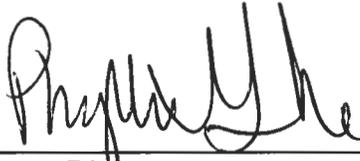
Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work involving moving from one area of the office to another and some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (up to 20 pounds); some positions require 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.

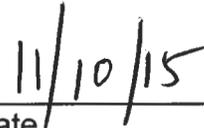
Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

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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