



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Librarian	DEPARTMENT: Library
IMMEDIATE SUPERVISOR: Library Director	GRADE/RANK: 16
	FLSA/ESSENTIAL STATUS: Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs challenging professional work managing major activities of the public library system such as Children's and Youth Services, Technical Services or Public Services.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Participates in leading the overall administration of the Library and manages a division such as public, children's or technical services;
- Supervises personnel including training employees, assigning tasks and duties, monitoring day-to-day performance, conducting evaluations, approving time and attendance records and administering conduct and performance standards including disciplinary actions;
- Oversees staff in performing duties of circulation, shelving, reference, programming, acquisitions, cataloging, and processing. Resolves day-to-day operational problems and issues involving staff and/or patrons and provides technical advice to staff;
- Develops and enforces Library policies and procedures in consultation with the Director and other professional Library staff;
- Develops annual budget request for division, ensures budget compliance, and oversees

and controls expenditures throughout year;

- Prepares a variety of reports on library operations and statistics;
- Evaluates applications, conducts interviews of job applicants, checks references and makes hiring recommendations;
- Makes recommendations and implements decisions involving employee's status including transfer/reassignment, promotion, discipline and firing;
- Determines employee schedules and work flow of division; plans & assigns short and long-term projects;
- Interprets and enforces Library policies for patrons and responds to patron inquiries and complaints;
- Coordinates volunteer programs;
- Staffs the Reference Desk and provides professional, accurate reference service to members of the public;
- Trains employees and patrons in use of online databases, Internet, and software programs, e.g., Word, Excel, etc., through one-on-one encounters and structured classes;
- Promotes library use by compiling reading lists, preparing bibliographies and special displays, writing news articles/book reviews, advising patrons on book selections and making oral presentations;
- Plans, coordinates, and manages Library programs for children, youth and adults based on community needs and requests. Evaluates and re-designs programs based on patron response, usage and community input. Participates in outreach programming;
- Coordinates outreach, marketing, and publicity efforts for their division;
- Meets with schools and community organizations to stimulate use of Library services;
- Represents the Library at outreach events, community meetings, and with the media;
- Coordinates interlibrary loan services;
- Provides computer troubleshooting;
- Interacts with City IT department and hardware and software vendors to provide maintenance of Library's computer equipment and networks;
- Maintains integrity of Library's bibliographic database;
- Coordinates automation system with other members of Valley Libraries Connection consortium and;
- Performs other related duties as assigned by Library Director.

KNOWLEDGE, SKILLS AND ABILITIES:

Has a specialized knowledge of professional library services, principles, procedures, materials and practices including copyright law and fair use. Has knowledge of reader's advisory techniques, reading levels, books and authors relevant to assigned area and specialized knowledge of standard print and online reference resources, online database searching strategies and concepts of reference service. Has the ability to analyze patrons' needs to determine what

information is appropriate and searching for, acquiring and providing the information and knowledge of supervision and management skills and techniques. Has advanced computer skills including word processing, database management, social media and related library technology. Has the ability to design and evaluate library programs and services and the ability to speak and write effectively. Has the ability to exercise discretionary decision-making skills in contacts with both employees and the public. Has the ability to establish and maintain effective working relationships with other employees and library patrons and the ability to supervise a diverse group of employees.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Completion of an ALA-accredited Master's Program in Library Science (MLS) and/or information science or equivalent education and experience reflecting a prolonged course of specialized intellectual knowledge related to the functions of a library. Certification as Professional Librarian by the Commonwealth of Virginia preferred.

SPECIAL REQUIREMENTS:

Work schedule typically includes 1-2 nights per week and 1-2 weekends per month. Librarians are subject to call back during closed hours in the event of an emergency.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This work requires the exertion of up to 10 pounds of force regularly, a negligible amount of force occasionally to move objects and some light work requiring the exertion of up to 20 pounds of force occasionally. Work requires stooping, reaching, fingering, grasping and repetitive motions; typing/word processing requires the ability to perform repetitive tasks involving fine motor skills; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed and/or important instructions to others accurately; hearing is required to receive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surrounds and activities; the worker is not subject to adverse environmental conditions.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Supervision is exercised over 3-6 part-time Pages, 5+ FTE Library Assistant positions and volunteers. Supervision over others may be exercised based on needs of the division.

EXAMPLES OF EXPECTED DECISION MAKING:

Position is responsible for substantial decisions related to personnel hiring, training, performance evaluation, discipline and termination of employees; handling difficult patron situations; program design, implementation and evaluation; selection of all types of Library materials; and allocation of financial resources involving the exercise of independent, collaborative judgment.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Librarian will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Library Director and Chief Human Resources Officer

Revised Date: 2019