

Class Title: Librarian III

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Provides oversight and management of such system wide areas of service as automation, adult services, youth services, technical services or an anchor branch. Develops partnerships with other community agencies and businesses to enhance services.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Directs the operations of the department or anchor branch by monitoring the budget, overseeing the acquisition of equipment and collections, establishing policies and procedures, implementing quality control standards, and monitoring vendor performance.
2	L	Supervises employees by providing leadership and direction, assisting personnel with very difficult reference questions, conducting performance appraisals, developing training and professional development opportunities, offering work incentives, and providing assistance as needed; conducts interviews and makes hiring recommendations.
3	S	Coordinates programming efforts by working with the other branches and other departments in planning and executing programs.
4	L	Participates in outreach partnerships and public relations activities by coordinating and planning city wide calendar, developing special programming, delivering presentations and representing the Library at meetings.
5	L	Performs related duties by performing reference and reader's advisory services and administering grants and government funding.

CSC Adopted: October 2001 , CSC Revised: April 2006

CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline which is acquired in a Masters degree in Library Science from an ALA accredited university.
Experience	Three years experience as a Librarian with management experience.
Certifications and Other Requirements	State of Virginia Professional Librarian Certification; Valid Driver's License
Reading	Work requires the ability to read technical manuals, journals, grant applications, state and local forms, books, catalogs, legal documents, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as calculations for statistical reports.
Writing	Work requires the ability to write performance plans, public relations materials, grants applications, evaluations, training materials, reports, and general correspondence.
Managerial	Managerial responsibilities include developing City-wide technology plans, overseeing personnel and projects, coordinating activities with branches and departments, and managing budgetary details.
Budget Responsibility	Develops a budget and monitors discretionary expenditures for a key service area.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: October 2001 , CSC Revised: April 2006

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, presentations, training, assisting and analyzing problems at workstations, reference desk duties, assisting patrons
Sitting	F	Computer, desk work, answering telephone, meetings, driving
Walking	F	Inter-office, to/from staff work area, customer service or assistance to public/citizens
Lifting	O	Boxes, library materials, office supplies, books, manuals
Carrying	O	Boxes, library materials, office supplies, books, manuals
Pushing/Pulling	R	Book cart
Reaching	O	Books on lower or high shelves, electrical outlets
Handling	F	Boxes, library materials, office supplies, books, manuals
Fine Dexterity	C	Computer keyboard, calculator, writing
Kneeling	R	Reaching electrical outlets
Crouching	R	Reaching electrical outlets
Crawling	N	
Bending	O	Filing in lower cabinet drawer, reaching lower shelves, assisting patrons with computers
Twisting	O	To/from desk to computer
Climbing	R	Step stool, stairs
Balancing	R	On step stool, stairs
Vision	C	Computer, desk work, reading, writing, filing, presentations, training, driving
Hearing	C	Telephone, staff, supervisor, various trainers and customer service personnel, branch managers, customers, citizens, meetings, presentations, training
Talking	F	Telephone, staff, supervisor, personnel from Automation, Collection development, Human Resource, various trainers and customer service personnel, branch managers, customers, citizens, patrons, administrative personnel, meetings, presentations, training
Foot Controls	R	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, printers, scanner, copy machine, fax machine, telephone, cash register, book cart, projection equipment, microfilm machine, microfiche machine, general office supplies, standard Microsoft Windows and Office software, Internet/Intranet, ILS and print management software, Printshop, Windows NT, Java, Javascript, active server pages, DHTML, Adobe, graphical software, library reference materials, catalogs and databases, policy manuals, PDA

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	S
Communicable Diseases	W	Darkness or Poor Lighting	N
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

- (1)
- (2) Public Library

PROTECTIVE EQUIPMENT REQUIRED:

Bloodborne Pathogen Protection and clean up kit/equipment

NON-PHYSICAL DEMANDS :

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)